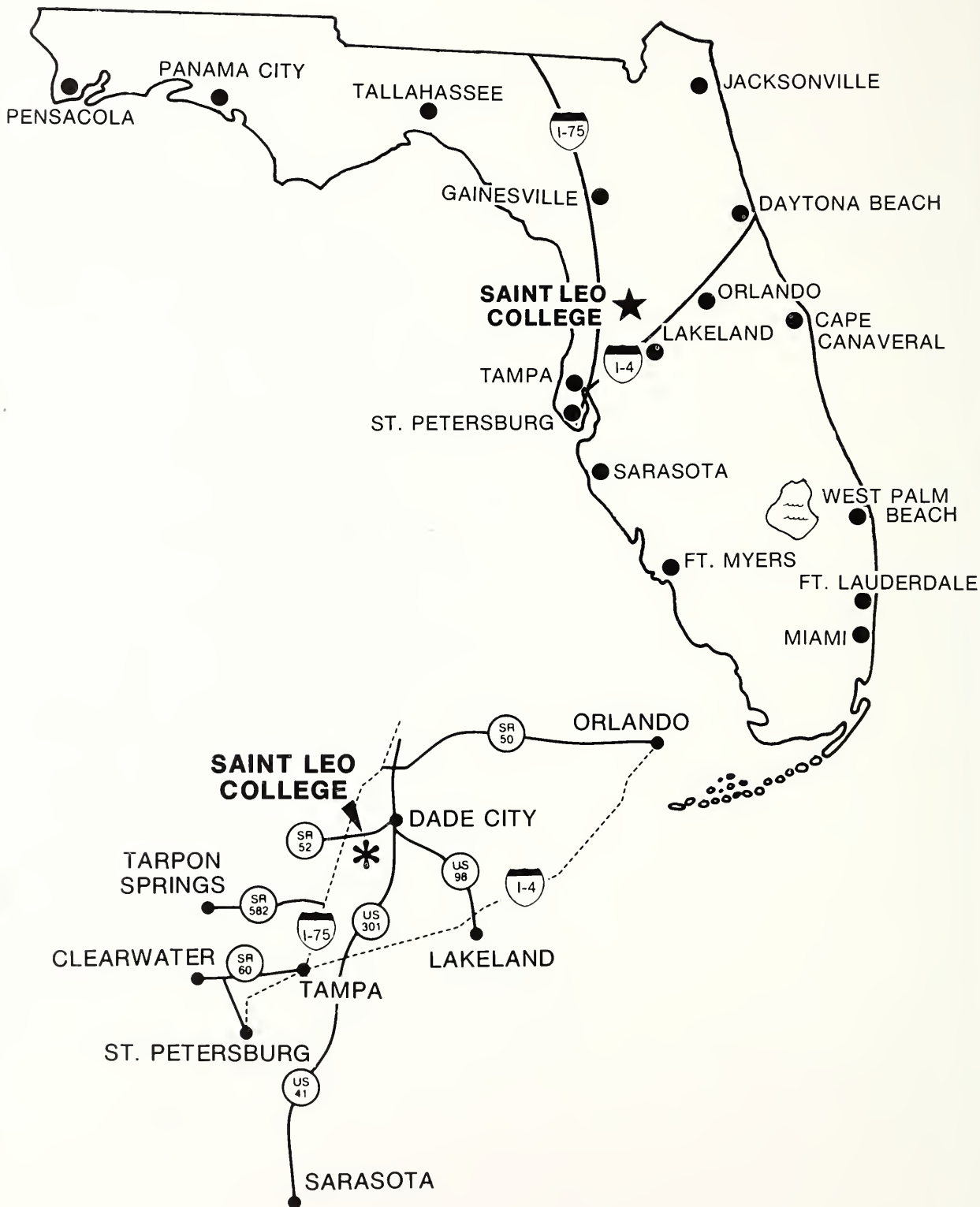

1987-88
Catalog of
Saint Leo College





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Saint Leo College

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General Statement

Saint Leo College is incorporated under the laws of the state of Florida and is fully empowered to confer degrees. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and the Commission on Accreditation of the Council on Social Work Education. Saint Leo College has Teacher Education Program approval by the State of Florida Department of Education. Other associations in which Saint Leo College holds membership are the American Council on Education, Association of American Colleges, Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida, the American Association of Adult and Continuing Education, the National Association of Institutions for Military Education Services, Servicemembers Opportunity Colleges, National Catholic Education Association, and Association of Catholic Colleges and Universities.

Announcements contained in this publication are subject to change without notice and may not be regarded in the nature of binding obligations on the College. The College reserves the right to change any provision or requirement.

When students begin attendance at Saint Leo College, they come under the academic requirements of the edition of the College catalog at that time. Students may normally graduate under these academic requirements within a period of five years even though subsequent catalogs may change. Should new changes be to their advantage, students may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions.

The College is an Affirmative Action, Equal Opportunity employer. Saint Leo College complies with the Family Education Rights and Privacy Act of 1974.

Board of Trustees

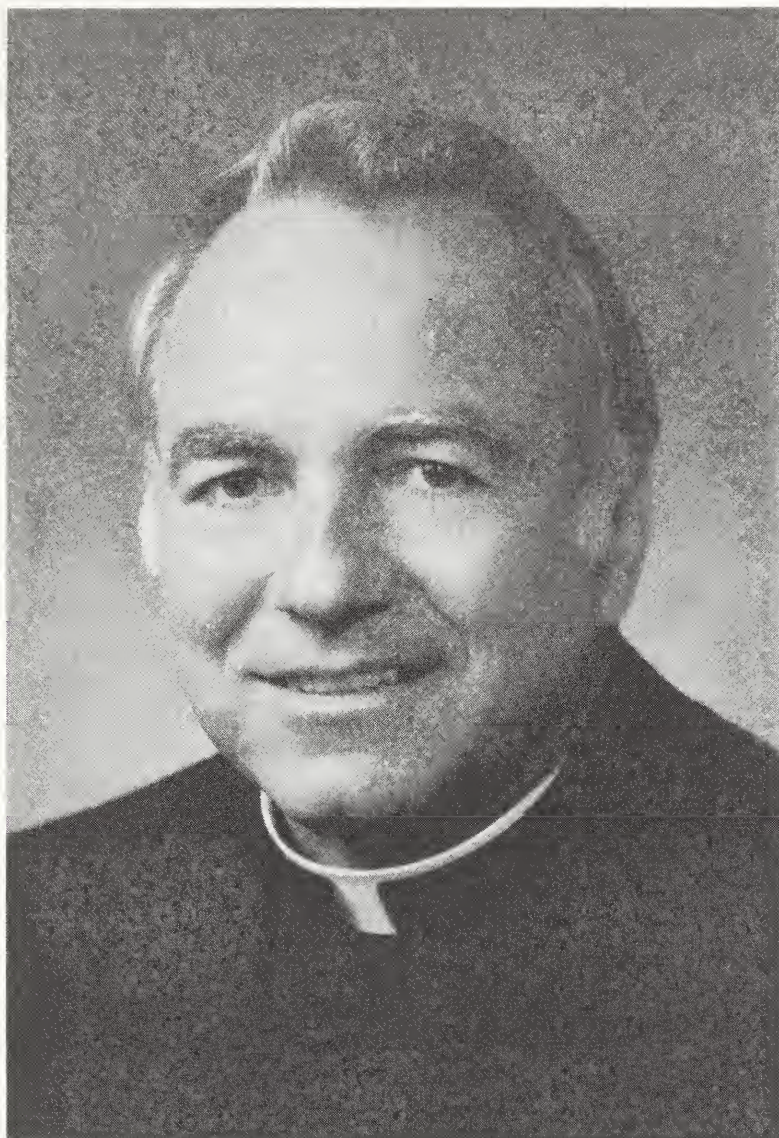
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Everyone who studies under the auspices of Saint Leo College has potential and, presumably, will succeed. What this institution provides are an excellent faculty to challenge each individual's potential and an environment which supports the learning process and prompts more notable success. The Saint Leo "ambiente" is rich. It breathes a Christian spirit; it is supported by a caring community; it permeates all dimensions of campus life. It upholds serious scholarship, yet makes it attainable to students just beginning their higher education experience. It

fosters what at times is a tension between intellectual development and the service of others as a major goal in life, between competence and compassion, with the expectation that the student will live with both in the future.

I encourage you to come to know Saint Leo College for the fine institution it is—and, as one of its students, to make your contribution to this college community. May the Lord bless your efforts!

Reverend Monsignor Frank M. Mouch
President

Directory Of Correspondence

College office hours are from 8 a.m. until noon and from 1 p.m. until 5 p.m., Monday through Friday. Members of the College staff are available at other times by appointment.

Send mail to P.O. Box or Drawer number, Saint Leo College, Saint Leo, Florida 33574.

Admission, Application and General Information: Dean of Admissions, Postal Drawer 2008, Saint Leo Hall (588-8283)

Academic Affairs, Vice President for Academic Affairs, Postal Box 2006, Saint Francis Hall (588-8244)

Academic Computer Services, Director of Academic Computer Services, Postal Drawer M, Saint Francis Hall (588-8394)

Academic Records, Transcripts, Registrar, Postal Box 2278, Saint Francis Hall (588-8233)

Alumni Relations, Director of Alumni Relations, Postal Box 2227, Saint Francis Hall (588-8250)

Athletics, Director of Athletics, Postal Box 2038, Activities Center (588-8221)

Campus Ministry, Director of Campus Ministry, Postal Drawer 2156, Saint Edward Hall (588-8991)

Continuing Education, Dean of Educational Services, Postal Box 2248, Saint Francis Hall (588-8236)

Counseling and Career Development, Director of Counseling, Postal Drawer A, Saint Edward Hall (588-8346)

Division of Business Administration, Postal Box 2067, Faculty Office Building (588-8309)

Division of Education, Postal Box 2098, Education Building (588-8272)

Division of Freshman Studies, Postal Drawer S, Lewis Hall (588-8460)

Division of Humanities, Postal Box 2127, Saint Leo Hall (588-8294)

Division of Religious Studies and Philosophy, Postal Box 2158, Saint Leo Hall (588-8288)

Division of Physical Education, Postal

Box 2038, Activities Center (588-8221)

Division of Science and Mathematics, Postal Box 2188, Lewis Hall (588-8339)

Division of Social Science, Postal Box 2247, Faculty Office Building (588-8302)

Educational Services Program, Dean of Educational Services, Postal Box 2248, Saint Francis Hall (588-8236)

Financial Aid, Director of Financial Aid, Postal Box 2228, Saint Edward Hall (588-8270)

Financial Matters, Vice President for Business Affairs, Postal Box 2097, Saint Francis Hall (588-8211)

Gifts, Wills and Bequests, Vice President for Institutional Advancement, Postal Box 2227, Saint Francis Hall (588-8248)

Health Center, Coordinator of Health Center, Postal Drawer A, Saint Edward Hall (588-8346)

Housing, Director of Residential Life, Postal Drawer 2068, Saint Edward Hall (588-8266)

Institutional Advancement, Vice President for Institutional Advancement, Postal Box 2227, Saint Francis Hall (588-8248)

Library, Library Director, Postal Box 2128 (588-8258)

Military Education Program, Dean of Military Education, Postal Drawer 2277, Saint Francis Hall (588-8203)

Military Science/R.O.T.C., Postal Box 2126, College Theatre (588-8256)

President, Postal Box 2187, Saint Francis Hall (588-8241)

Security, Director of Security, Postal Box 2388, Security Building (588-8332)

Student Activities, Director of Student Development and Leadership, Postal Box 2323, McDonald Center (588-8358)

Student Affairs, Vice President for Student Affairs, Postal Box 2156, Saint Edward Hall (588-8266)

Veterans Affairs, Coordinator of Veterans Affairs, Postal Box 2228, Saint Edward Hall (588-8270)

Weekend College, Director of Weekend College, Postal Box 2248, Saint Francis Hall (588-8236)

Academic Calendar

Fall Semester 1987

Freshmen and Transfer Students Arrive	Wednesday, August 26
New Student Orientation	Thursday/Sunday, August 27-30
Residence Halls Open for Returning Students	Sunday, August 30
Registration: All Students	Monday, August 31
Opening Mass	Tuesday, September 1
Classes Begin	Tuesday, September 1
Labor Day, No Classes	Monday, September 7
Last Day to Add Courses or Reduce Course Overload Without Fee	Friday, September 4
Faculty Submit Advisory Grades	Monday, October 12
Midsemester Reports Issued	Friday, October 16
Last Day to Remove Incompletes	Friday, October 30
Last Day to Drop Courses	Friday, October 30
Break	Thursday-Friday, October 8-9
Classes Resume	Monday, October 12
Preregistration/Advising for Spring Semester Begins	Monday, October 19
Thanksgiving Holidays	Wednesday-Friday, November 25-27
Classes Resume	Monday, November 30
Last Day to Withdraw from College Without Course Failure	Friday, December 4
Preregistration Ends	Friday, December 4
Last Day of Classes	Friday, December 11
Final Examinations	Monday-Thursday, December 14-17
End of Semester	Thursday, December 17
All Grades Due (Noon)	Monday, December 21
Residence Halls Close at Noon	Friday, December 18

Spring Semester 1988

Freshmen and Transfer Students Arrive	Thursday, January 7
New Student Orientation	Friday-Sunday, January 8-10
Residence Halls Open for Returning Students	Sunday, January 10
Registration: All Students	Monday, January 11
Classes Begin	Tuesday, January 12
Last Day to Add Courses or Reduce Course Overload Without Fee	Friday, January 15
Faculty Submit Advisory Grades	Friday, February 19
Midsemester Reports Issued	Wednesday, February 24
Last Day to Remove Incompletes	Friday, March 4
Last Day to Drop Courses	Friday, March 4
Midsemester Break	Monday-Friday, February 22-26
Classes Resume	Monday, February 29
Preregistration/Advising Begins For May and Fall Semesters	Monday, February 29
Last Day to Withdraw from College Without Course Failure	Friday, April 1
Preregistration Ends	Friday, April 1
Last Day of Classes	Thursday, April 21
Final Exams	Friday, Saturday, Monday Tuesday, April 22, 23, 25, 26

End of Semester	Tuesday, April 26
All Grades Due (Noon)	Wednesday, April 27
Residence Halls Close at Noon.....	Wednesday, April 27
Commencement.....	Saturday, April 30

Summer Session 1988

Registration/Classes Begin	Tuesday, May 3
Last Day to Add Courses	Friday, May 6
Last Day to Drop Courses	
Without Course Failure	Friday, May 13
Memorial Day—No Classes	Monday, May 23
Last Day of Classes	Thursday, June 2
Final Examinations	Friday, June 3
CLAST Exam	Saturday, June 4
Residence Halls Close at Noon.....	Saturday, June 4

The College



The History of Saint Leo College

Saint Leo College is a Catholic, coeducational liberal arts college offering a four-year program leading to the baccalaureate degree. Its roots lie deep in tradition through its founders, the Benedictine monks. Saint Benedict of Nursia created the Benedictine order and founded the monastery of Monte Cassino, Italy, in the sixth century. Through the centuries the Benedictines became known for the founding of schools and the training of youth.

Saint Leo College traces its own history back nearly a century. On June 4, 1889, the legislature of the state of Florida granted that the Order of Saint Benedict of Florida "shall have and possess the right and power of conferring the usual academic and other degrees granted by any college in this state."

By midcentury the Benedictines of Saint Leo decided to carry the development of the institution into higher education. In 1959, all standards for an associate of arts degree having been met, the College, in conjunction with the Benedictine Sisters of adjacent Holy Name Priory, opened its door to both men and women.

The baccalaureate program was inaugurated in September 1963, and in April 1967 the College awarded bachelor's degrees to its first graduating class of 13 women and 51 men. In November of the same year accreditation was granted Saint Leo College by the Southern Association of Colleges and Schools.

The College was reorganized in January 1969, when the Order of Saint Benedict transferred title and control to an independent board of trustees.

In 1973 the College created the Military Education Program in response to requests from the armed services for undergraduate degree programs designed to meet the particular needs of military servicemembers. Using professionally staffed resident centers on military installations to provide comprehensive academic support, the program has grown steadily in providing degree completion opportunities for adult learners. Since its inception, the Military Education Program has been an integral part of the mission of the College. Other services including the Weekend College and the Evening College have also expanded in response to per-

ceived needs of adults around central Florida.

Purpose

The purpose of the College is to provide opportunities whereby its students, through instruction and inquiry, may work toward a liberal education and thereby come to understand themselves and their relationship with others, with the world, and with their Creator.

To this end the curriculum is structured in the following academic divisions: Business Administration, Education, Humanities, Religious Studies and Philosophy, Physical Education, Natural Science and Mathematics, and Social Science. In addition, Academic Computer Services provides general curriculum enhancement as well as specific courses in computer information systems.

As a Catholic institution concerned with student life beyond college studies, the College strives to assist each student in formulating values based on Judeo-Christian tenets. The College community, pluralistic in make-up and supportive of the institution's goals, provides an atmosphere for testing and shaping these values. Of special importance is the opportunity provided students for developing their spiritual life as they prepare to assume their responsibilities in this rapidly changing world.

Saint Leo College is dedicated to the ideal that the opportunity for higher education should be afforded to all who are willing to put forth the required effort. Therefore, its admission standards allow not only for those students who have had notable academic success but also for those of promising potential whose past performance may not have been outstanding.

Saint Leo College recognizes the importance of on-base educational programs for the military community. The mission of its Military Education Program therefore is to meet the special academic needs of adult learners working within and near selected military installations in the southeastern United States.

The College strives for high standards in its programs and expects specific performance levels of its students. A distinctive mark of the College is the conviction that by dedicated and personal interest its administration and faculty can inspire motivation

and achievement in its students.

A family spirit, supported by the long Benedictine heritage and reflected in on-campus living and the relative smallness of the student body, tends to personalize the relationships of faculty and students outside the classroom.

Within this framework Saint Leo College believes that it offers its students unique opportunities for a liberal education.

The Campus

The central Florida location of Saint Leo College affords the many natural advantages that attract people to live, work, and retire in Florida. The location is unusual in that the pleasing atmosphere of lakes and beaches can be exchanged for the ambience of two metropolitan areas: Tampa-St. Petersburg and Orlando.

The campus of Saint Leo College lies between Dade City and the city of San Antonio. Its rolling hills and richly wooded grounds edge on Lake Jovita, a large spring-fed lake that provides skiing and boating. There are numerous athletic fields and racquetball and tennis courts on campus. Located directly across the street is an 18-hole golf course available to the College community.

Campus buildings unite the tradition of the past with the objectives of modern education through a pleasing combination of Spanish Florida baroque and contemporary architecture. The landmark of Saint Leo is the Abbey Church tower at the west end of the main quadrangle. Also on the main quadrangle are Saint Leo Hall, Saint Francis Hall, and the Education Building.

Saint Leo Hall, constructed of blocks made by the founding Benedictine monks, houses faculty offices for the Division of Humanities, the Division of Religious Studies and Philosophy, the Admissions Office, and a residential area for women students.

Saint Francis Hall houses the offices of the President, Vice President and Special Assistant to the President, Vice President for Academic Affairs, Vice President for Business Affairs, Vice President for Institutional Advancement, Director of College News, Director of Publications, Director of Alumni Relations, Director of Computer Center, Registrar, Purchasing, the Business Office, Dean of Educational Services, Dean of the Military Education Program, a computer lab,

Duplicating/Printing office, Institutional Research, and Student Publications.

Across from Saint Francis Hall is *Saint Edward Hall*, where the Student Affairs Center is located. Offices of the Vice President for Student Affairs, Campus Ministry, Counseling and Career Development, Financial Aid, Veterans Affairs, Health Services, International Student Advising, and Residential Life are housed on the first floor. The rest of the building is used as a residence hall.

Other residence halls are situated throughout the 54-acre campus. Most of the women reside to the west in *Marmion Hall*, *Snyder Hall*, the *Villa*, and the *Priory*. In addition to Saint Edward Hall, men reside in halls located on the east side of the campus: *Benoit*, *Henderson*, and *Roderick* as well as the *Grove House* located a mile from campus.

Among the newer buildings is the *Julia Deal Lewis Hall of Science*, a three-story building occupied by the Division of Natural Science and Mathematics, the Freshman Studies Program and its Learning Assistance labs, classrooms, laboratories, and a science library.

The *William G. and Marie Selby Auditorium*, adjoining Lewis Hall at the ground and second-floor levels, is a modern teaching auditorium with tiered seating.

At the main entrance of the College is a campus directory and map, bookstore, and the Security Office.

Nearby *Crawford Hall* is a general classroom building.

The *William P. McDonald Student Center* forms a hub for campus social activities and provides dining as well as recreational facilities. On the ground floor are the offices of the Director of Student Development and Leadership, Student Government Association, and College Union Board. The Hazel Whitman Lounge, Lion's Den Snack Bar, and patio also are on this level. In addition to the main dining hall on the second floor, Duncan Lounge, Lions Lounge, and the Kent Room provide facilities for special events, such as lectures, films, and art exhibits. Significantly, the Center provides an informal climate for the casual meeting of students with faculty outside their scheduled classes.

Adjacent to the McDonald Student Center is the *College Theatre*. Located here are the theatre itself, music practice rooms, an art room, R.O.T.C. offices, and a classroom.

The *Marion Bowman Activities Center* is a facility for teaching and recreation. The main gymnasium is used for intercollegiate sports and for lectures and other educational and social activities. A large heatable outdoor swimming pool, bowling lanes, physical education classrooms, athletic training room, dance studio, and weight-lifting room are included in the facility.

Next to the Activities Center is the *Faculty Office Building*, which houses the Divisions of Business Administration and Social Sciences.

The opening of the newly completed *Daniel A. Cannon Memorial Library* culminates a major expansion project designed to enlarge by 100 percent the original library building. The library interior has been completely remodeled and refurbished. A new plaza has been created to enhance the entrance to the building.

The enlarged structure brings together both print and non-print materials and provides space for reference, circulation, inter-library loan, online searching, bibliographic instruction, and audiovisual services. Seating accommodations include group study rooms, individual carrels, tables, lounge chairs, and special purpose seating.

Library holdings now number more than 90,000 volumes and are complemented by some 650 current periodical and newspaper subscriptions, microforms, and a variety of media software. Audiovisual equipment, reader-printers, computers, and typewriters are also available for the use of students, faculty, and other members of the College community.

Athletic fields are available throughout the campus for soccer, baseball, softball, and track. Numerous courts are also available for tennis, racquetball, handball, and basketball.

Cultural Events

The *Art Exhibition Program* consists of faculty and student painting exhibits that usually last about two weeks. Senior art students hold their own show, and various exhibitions are brought to the campus.

The *College Theatre Program* produces four full-length plays every year.

The *Saint Leo College Dance Company and Ensemble*, sponsored by the Division of Humanities, presents two major performances each year.

The *Concert Program* sponsors concerts given by the College Choir and the Oratorio Chorus.

The *College Union Board* schedules movies, lectures, shopping trips to nearby metropolitan areas, and field trips to tourist attractions for the student body.

The *Faculty Lecture/Artist Series* presents three members of the faculty who are honored by being selected by their peers and students to speak or perform. Periodically, guest lecturers, distinguished nationally or internationally for their achievement, vision, and leadership, are invited to participate in the series. These special guests often hold seminars for the students and faculty.

The *Cultural Series*, sponsored by the College with assistance from the National Endowment for the Arts, the Division of Cultural Affairs of the Florida Department of State, and the Florida Arts Council, brings to the campus, through the Florida State Touring Program, the state's finest performing arts groups.

Student Life and Activities



Through the diversified programs of the Student Affairs Department, the College approaches student life as a means of fulfilling each student's need to be considered and treated as a person of worth, a valued and contributing member of the community. This need for adequacy, worth, and responsibility is provided for in the various service programs, the religious program, the political and club programs, and the social and athletic programs.

At the heart of the educational process should be the discovery and the development of worthwhile values by which all persons can live full lives. The study and pursuit of these values is not a one-time effort, nor should it be thought of in isolation. As the world contracts and the borders of ideologies displace the borders of nations, Saint Leo College recognizes that our own pattern of democratic life is in jeopardy unless academic excellence is enriched by integrity and the perceptive concern that arises through the practice of working with others.

Specific student-life policies are printed in the *Student Handbook*, which is made available at the beginning of each academic year. Student responsibilities include that of self-discipline. Enforcement of behavioral standards is the responsibility of all members of the College community under the leadership and direction of the Student Affairs staff, the Residence Hall Judicial Board, and the Campus Court.

Campus Life Services

Located on the first floor of Saint Edward Hall are the offices of Campus Life Services. The purpose of Campus Life Services is to provide students with a holistic approach to their health, spiritual, psychological, and career needs. All students are encouraged to become acquainted with the Campus Life Services program, which includes Counseling and Career Development, Campus Ministry, and Student Health Services. In recognition of the unique needs of students who come to the campus from other countries, the services of an International Student Advisor are also available.

Counseling and Career Development

The College counselor provides the following counseling services:

Personal. Both individual and group experiences are provided to help the student cope with the demands of college and adult life. Counseling is provided in a confidential setting where students can discuss their individual problems and needs.

Academic. Since choosing an academic major is extremely important, assistance in guiding students in the selection of a major is provided. A wide variety of materials is available to help students choose a major that is compatible with their interests and abilities. Interest testing also is provided, and guidance is available to students interested in attending graduate and professional schools.

Career. Career counseling is an integral part of the counseling services. A Career Resource Library is available with materials, including a computer-assisted career guidance program, for students to use in researching various careers. Clinics in resume writing and job-hunting skills are presented each semester. Graduating seniors can set up a credential file with a resume and letters of recommendation to be used in securing employment. Information on summer jobs, internships and career opportunities is kept current for student use.

A Career Day and an Alumni Job Network are available to meet the placement needs of graduating students.

Campus Ministry

As a Catholic center for higher education, Saint Leo College has as one of its primary objectives the spiritual growth of every member of the campus community. While providing a context for growth in the Catholic tradition, the College at the same time respects the informed conscience of every individual and welcomes members of other religious traditions to share in its life style. The College encourages ecumenical endeavors and supports with fellowship and special services the members of other denominations according to the intentions of the Second Vatican Council.

Basic to the religiously oriented college is a hierarchy of values arrived at not only from the "way things are" but also from the "way things ought to be" when viewed from the perspective of faith. From this point of view, the ministerial programs of the College blend understanding with practice—understanding in knowing Judeo-Christian values, and practice in living these values. In particular, students are required to take four courses from the religious studies and philosophy curriculum and are strongly encouraged to participate fully in the religious program and fellowship of the College as part of their growth experience.

Sunday Eucharist is scheduled in several places for the convenience of the College community and special Masses are celebrated during the week for various intentions. Members of other church groups are encouraged to attend services designed and planned to meet their needs and to become involved in their local church activities when held on campus and in nearby communities.

Efforts are also made through the Office of Campus Ministry to direct attention to the needs of the less fortunate through contact with the social agencies serving the local community.

The director of Campus Ministry, Campus Ministry coordinators, priests, religious sisters and others are available for religious counseling, fellowship, and prayer. Everyone is invited to become acquainted with the services offered through the Office of Campus Ministry and share community and worship with this group. Informal conversations and group discussions sponsored by Campus Ministry are another means of keeping in touch with trends in the Church, campus life style, value decisions, and other areas related to an integrated religious life.

Student Health Services

The Student Health Center is located on the first floor of Saint Edward Hall. The Student Health Center is staffed to provide the special health care needs required by some students, emergency first aid treatment, outpatient clinic care, and a referral service to medical specialists located in Dade City and Tampa.

The College requires that each student be enrolled in the student health and accident insurance program developed for Saint Leo College students. Coverage under this pro-

gram is in addition to other insurance programs that a student may have, but this program is necessary to assure ambulance and related health care services from specialists in the local community. Detailed information will be provided before the student's initial registration for classes. All non-insured health costs are the responsibility of the student.

Physical Education, Recreation, and Intercollegiate Program

Saint Leo College believes that physical education and athletics make their own special contribution to education. Each student, therefore, is required to participate in the physical education program. Learning to swim and developing an individual skill are prime objectives of the program, allowing students to develop valuable recreational interests that last throughout their lives.

Further, the College encourages students to apply their knowledge and skills in an exciting and active intramural athletic program. Activities for individuals and teams are provided, and a system for competition in club sports is also available.

The Intercollegiate Athletic Program is conducted under the auspices of Saint Leo College, the Sunshine State Conference, and the National Collegiate Athletic Association, Division II. The College offers competition for men in cross country, soccer, basketball, baseball and tennis, and women in cross country, volleyball, basketball, softball (fast pitch) and tennis.

To provide each student the opportunity for recreation, the College has an Activities Center featuring a two-basketball-court gymnasium, volleyball and badminton courts, a weight-training room, a dance studio, eight lanes of bowling, and a heatable outdoor swimming pool.

In addition to the Activities Center, there are lighted racquetball and tennis courts; a commercial 18-hole golf course; outdoor basketball courts; football, soccer, baseball, and softball fields; a jogging track; and a lakefront facility that includes sailboats, rowboats, canoes, and wind surfers.

The Athletic Department abides by the standards of the National Collegiate Athletic Association for men and women. In order to participate in athletics, students must be free from academic or disciplinary probation. In addition, the Sunshine State Con-

ference has adopted NCAA By-Law 5-1-J effective August 1, 1987.

Campus Clubs and Organizations

Through the Office of Student Development and Leadership, located in the lower level of McDonald Student Center, students at Saint Leo College have the opportunity to integrate educational information and practical experience outside the classroom. Activities on campus serve to fulfill the variety of needs and interests of the students. Over 40 different organizations are active in creating an environment where students can express themselves, cultivate their special interests, and form close friendships. The Office of Student Development and Leadership serves as the hub of all campus activity, helping each club to design, build, and maintain its own educational and organizational environment. Leadership development and skill-building seminars are offered by the Office of Student Development and Leadership throughout the school year.

The Student Government Association is open to all students at Saint Leo College. Students are encouraged to become actively involved in S.G.A. and to exercise their ability to help shape decisions affecting campus life.

The College Union Board sponsors and coordinates various entertainment activities on campus. It puts together a semester calendar of programs that ranges from nightclub performances in the Lion's Den to prominent guest speakers who attract audiences from surrounding communities. C.U.B. is open to all students on campus.

Student publications on campus include *The Magazine*, a journal of English language, literature, and style; *The Golden Legend*, the College yearbook; and *The Monarch*, the student newspaper. Each provides the opportunity for writing, editing, and publications layout and design.

A variety of on-campus Greek-letter organizations seeks to further the goals of brotherhood and sisterhood through local and national fraternities and sororities. A list of these Greek organizations, as well as a comprehensive list of all special interest, service, social, and academic organizations active on campus, can be found in the *Student Handbook*.

Eligibility Rule. Students who are on academic or disciplinary probation cannot hold office of a campus organization. First-semester freshmen are not eligible to pledge a fraternity or sorority.

Residential Living

Residential hall living represents an opportunity for students to experience community building. Responsible self-governance is the ideal by which the residence halls operate. The College insists on maintaining guidelines and standards, of course, and residential students are expected to act maturely and to accept fully the responsibilities of community living in the residence hall environment.

Only full-time Saint Leo College students, i.e., those enrolled for 12 or more credit hours, are eligible to live in the residence halls. Because the College holds that the residential experience contributes significantly to the total education, freshmen and sophomores are required to live in the residence halls. Exceptions can be sought by married students, military veterans, and by students who live at home and commute to campus. Juniors and seniors may live on campus on a space-available basis.

Resident women live in several attractive buildings located on the west side of the campus: *Marmion Hall* and *Snyder Hall*, connected by a central lobby and lounge, and overlooking Lake Jovita; the *Villa*, which houses junior and senior women; and the third floor of *Priory Hall*. Accommodations for women on the east side of campus include the top floor of *Saint Leo Hall*, a renovated area with priority of assignment given to Humanities majors. *Henderson Hall* accommodates men on the lower floors and women on the upper floors. Men also reside in picturesque *Saint Edward Hall*, the oldest residence hall on campus; *Benoit Hall*; *Roderick Hall*, which is used for upperclassmen; and the *Grove House*, located a mile from campus. Each residence hall is under the supervision of a resident director, and all floors are staffed by student resident assistants.

Most rooms are designed for double occupancy. Special attention is given to the selection of roommates who are likely to be congenial; friends who ask to room together, therefore, are given this privilege when possible. However, the College reserves the right to make final assignments.

All residence halls are air-conditioned and are heated during the cooler months. All student rooms, with the exception of those in the Grove House, are wired for local telephone service. Laundry facilities (coin-operated washers and dryers) are available at the campus laundry (east campus) or in the residence halls (west campus).

McDonald Center and Marmion Cafeteria provide food service for all students, and all resident freshmen are required to use this service. *The Lion's Den Snack Bar*, located on the lower level of McDonald Student Center, provides additional food service.

More detailed information regarding residence hall policies, services, and programming is found in the *Student Handbook* or may be obtained from the Director of Residential Life.

Disciplinary Standards and Codes

The members of the Saint Leo College community understand that the learning that takes place through classroom instruction, religious activities, social functions, and other interpersonal relationships is the primary concern of the College.

The College does not outline in detail either its requirements or its prohibitions. Students are met on a level of mutual regard and trust. Nevertheless, students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College, may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College.

Motor Vehicles on Campus

All students are eligible to register and use motor vehicles as long as they comply with the College traffic regulations. Vehicles must be registered with the Director of Security. There is a registration and parking fee payable to the College at the time of registration. Proof of insurance is a prerequisite for vehicle registration.

Alumni Association

Established in 1967 by the charter senior class of Saint Leo College, the Alumni Association, through its constitution and bylaws, is governed by a board of directors elected from the membership. Officers of the association are elected annually by and from the board. All graduates of Saint Leo College and recipients of honorary degrees are members of the association. Former students who completed one year or more and whose entering class has graduated are eligible for membership.

Alumni clubs, covering 70 percent of the association's members, have been organized in Connecticut, the District of Columbia (including parts of Maryland and Virginia), Illinois, Massachusetts, New Jersey, and New York, and in Dade City, Hernando County, Jacksonville, Orlando, St. Petersburg, Tampa, and West Palm Beach, Florida. All Saint Leo clubs are chartered by the board of directors of the Alumni Association and operate under a standard club manual issued by the board. Eligible for membership in the clubs are those individuals holding degrees from Saint Leo College, former students, spouses of alumni, and graduates of the Saint Leo College Preparatory School.

Class reunions are held on the campus during Alumni Homecoming for all Saint Leo College graduates, and their families, from the senior college, the junior college, and the prep school. Highlighted are the five-year anniversary classes from the fifth reunion to the 50th.

The Alumni Office, located in Saint Francis Hall, maintains the names and addresses of alumni as well as all records of the association.

Admission



Entrance Requirements

The basic requirements for admission to Saint Leo College are graduation from a secondary school with a satisfactory academic record, satisfactory SAT or ACT scores, and positive recommendation from the applicant's high school guidance counselor or college.

Saint Leo College accepts qualified applicants throughout the year; the time of acceptance depends on the applicant's credentials.

Persons who are 20 years or older and who do not hold a secondary school or a General Education Development (GED) diploma may apply if they can provide evidence that they are qualified to do college-level work. Such evidence includes either an acceptable high school record or achievement test scores, and either positive recommendations or a personal interview. Persons admitted under these special circumstances are given provisional status and must attain a grade point average of 2.00 or higher by the time they complete a minimum of 15 credit hours. Applicants receiving satisfactory scores on the GED tests may be admitted on the presentation of a state High School Equivalency diploma.

Veterans must submit the DD214 form.

Honors Program

Students who are highly motivated and who are seeking an enriching academic experience are invited to apply to the Honors Program. The restricted size of the program limits the number of students who may participate in the program while they are pursuing a bachelor's degree at Saint Leo College. See Honors Program under the Academic Programs section.

Early Admission

High school students who have completed the 11th grade with outstanding academic achievement and who wish to enter the College without completing the 12th grade may do so. Such applicants are encouraged to consult with the Dean of Admissions well in advance of the proposed date of entry.

Credit Bank

The Credit Bank is designed to allow high school students to earn college credit while still in high school. Ordinarily this permis-

sion will be given to students only to enable them to take a subject that is not offered by their high school. To enroll, students must (1) secure approval of their high school principal, and (2) complete the Credit Bank Permit form before registration.

Credit From Standardized Tests

Saint Leo College awards credit for the College Level Examination Program (CLEP) General Examinations and the Subject Examinations. Up to 30 credits may be earned through the General Examinations.

Information about CLEP may be obtained from the Registrar's Office or directly from the College Entrance Examination Board, Box 592, Princeton, N.J. 98450.

Saint Leo College also recognizes Defense Activity for Non-Traditional Educational Support (DANTES) and United States Armed Forces Institute (USAFI) standardized tests.

A maximum of 40 semester hours of standardized testing credit (CLEP General, CLEP Subject, DANTES, and USAFI) will be accepted toward graduation requirements, and all such credit will be listed on the student's transcript.

Recognition of Credit

Saint Leo College usually recognizes credit only from regionally accredited institutions.

Advanced Placement

Saint Leo College invites applications from students who have taken College Board Advanced Placement Examinations. The College will evaluate the results of these tests with the possibility of offering both college credit and advanced placement. Students with scores of 4 (honors) and 5 (high honors) will be considered for credit (awarded only at the end of the first academic year at Saint Leo College) as well as for advanced placement.

Transfer Credit

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee. See Admissions Procedure in this section.

Work in which a student has made a grade of "D" or higher will be transferred if an overall minimum grade point average of 2.00 was achieved at the institution where the credits were earned. If the student did not achieve an overall average 2.00, only those grades of "C" or higher will be transferable.

There is one exception to the above mentioned "D" grade policy. "D" grades earned in ENG 120, 121, and 122 or their equivalent are not transferable except in the case of associate degree holders.

Saint Leo College admits students holding an associate degree from an accredited junior or community college.

The associate of arts degree holder may earn a bachelor's degree by electing one of Saint Leo College's majors, satisfying all degree requirements, and completing a minimum of 30 credit hours in residence. Basic Studies I requirements are to be considered satisfied by the A.A. degree holder.

The associate of science or the associate of applied science degree holder may earn a bachelor's degree by satisfying all degree requirements and earning a minimum of 30 credit hours at Saint Leo College. Such persons have two options in satisfying the major requirement. They may elect the A.S. or A.A.S. degree program as their major with the approval of the appropriate chairperson and the Vice President for Academic Affairs, or they may elect one of the College's majors. In either case they must complete the entire Basic Studies Program requirement through transfer of credits and/or on-campus courses.

Military Service Credits

Saint Leo College grants credits to students for military service and for military schools attended or service extension courses completed while in the service. At the discretion of the Registrar, the maximums are nine semester hours of credit for military experience and 24 semester hours for service schools. Veterans must submit the DD214 form.

International Students

Sufficient knowledge of English as demonstrated by the Test of English as a Foreign Language (TOEFL) is required for admission to the College. The TOEFL is

given quarterly by the Educational Testing Service at various centers around the world.

The Saint Leo College English language proficiency requirement may be satisfied in either of two ways:

1. By achievement of a score of 450 or above on the Test of English as a Foreign Language (TOEFL) or
2. By completion of Level 109 at any ELS Language Center located in the United States.

Special Students

The College is prepared to admit a limited number of applicants who wish to take selected courses for credit but who do not wish to study for a degree. Students in attendance at another college must present a statement from their academic dean that they are in good standing and have permission to pursue courses at Saint Leo College. A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status may be made at any time through the Admissions Office.

Readmission

A student who voluntarily or involuntarily withdraws from the College for one or more full semesters loses degree-seeking status. It is therefore necessary for such a student who wishes to return to the College to reapply through the Admissions Office. Students who have attended another institution during their absence from Saint Leo College must have all academic credentials sent to the Admissions Office.

Saint Leo College students who enroll in courses elsewhere are encouraged to obtain prior approval in order to be assured that the courses they transfer back are applicable to their degree programs. Approval forms are available in divisional offices.

Admissions Procedure

Application forms may be obtained from the Office of Admissions, Saint Leo College, P.O. Box 2008, Saint Leo, Florida 33574.

Students must have the following material filed with the Admissions Office before the registration deadline of the session they are planning to attend.

1. Completed application form.
2. The application fee, which is neither refundable nor applicable against school fees.
3. An official transcript of high school credits, or GED diploma, sent directly from the high school to the Office of Admissions. Students who have completed two years of college work need not submit a high school transcript.
4. Score on the College Board Scholastic Aptitude Tests (SAT) or the American College Test (ACT).
5. An official transcript of courses taken at each college attended.
6. A statement from the previous college that the student is in good standing and eligible to return.
7. A recommendation from an administrative officer or a faculty member at the most recently attended school or college.

Evaluation of The Applicant

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Final acceptance of each applicant will be determined by the Dean of Admissions. Acceptance of admission by the transfer student is regarded as acceptance of the evaluation of credits for transfer. Appeals concerning transfer credit may be made to the Registrar.

Financial Information



College Expenses

Resident	One Semester	Two Semesters
Tuition	\$2790	\$5580
Usual Room Charge	605	1210
One-Time Enrollment Fee	200	200
Facility & Support Fee	0	0
Student Health Fee	55	110
Student Govt. Assessment	65	130
	\$3715	\$7230

Day Student	One Semester	Two Semesters
Tuition	\$2790	\$5580
Usual Room Charge	0	0
One-Time Enrollment Fee	200	200
Facility & Support Fee	50	100
Student Health Fee	55	110
Student Govt. Assessment	65	130
	\$3160	\$6120

Semester Meal Plans

The College provides an optional boarding program for all students except freshmen. All freshmen are required to be on one of the following meal plans to insure that they have a proper diet and to help them adjust to college life without the added responsibility of having to budget and plan for all meals. The Sunday brunch is served between 11:30 a.m. and 2 p.m. The meal program consists of four optional plans:

- Semester
1. Seven days-20 meals\$870

*2. Seven days-14 meals-breakfast
or lunch or dinner\$770

*3. Five days (Monday-Friday)-10
meals-breakfast or lunch
or dinner.....\$660

*4. Seven days-7 meals-dinner\$510
- *After the first week of classes, students must choose between breakfast or lunch or dinner.

For those students not on a meal plan, the dining hall offers meals on a flat price basis.

Linen

Resident students are responsible for supplying their own linen.

Laundry

Coin machines are available on and off campus. Limited laundry service is also available.

Part-Time Tuition Rates

The charge for a credit hour course is \$75 through the (6) six credit hour. The cost for six credit hours would be \$450.

Thereafter, the following applies:

Credits	Charge	Credits	Charge
7	\$1,627	10	\$2,325
8	1,860	11	2,557
9	2,092	12	2,790

Summer Session Tuition Rates

During the Summer Session students may take up to seven semester hours of credit for \$75 per credit hour. After seven hours the rates for part-time tuition apply.

Schedule of Payments

New students are to pay a \$100 non-refundable tuition deposit in accordance with payment dates announced by the Admissions Office. Returning students are to pay a \$100 non-refundable tuition deposit on or before **June 1** for the Fall Semester and on or before **November 15** for the Spring Semester in order to have their preregistration processed. Resident students are required to pay a non-refundable room deposit of \$150 to reserve a residence hall space. This deposit will be applied to the total room charge in September.

Fall Semester

Date	Resident Student	Day Student
First		
Payment July 15	\$1,000	0
Balance		
Payment August 19	(as billed)	(as billed)

Spring Semester

First	Dec. 1	\$1,000	0
Payment			
Balance	One week		
Payment	before		
	registration	(as billed)	(as billed)

Course and Laboratory Fees

(Non-refundable)

Advanced Life	
Saving	\$15 each semester
Advanced course in	
science	25 each semester
Laboratory courses in	
computers and science ..	15 each semester
Bowling	15 each semester

Cardiopulmonary	
Resuscitation.....	15 each semester
Karate.....	30 each semester
Music: Private	
Instruction.....	80 each semester
(Instruments are available for rental through Division of Humanities)	
Sailing.....	20 each semester
Senior Life Saving.....	10 each semester
Student Teaching.....	35 each semester
Word Processing.....	15 each semester
Water Safety.....	20 each semester
Water Skiing.....	30 each semester

Special Fees

(Non-refundable)

Application.....	\$20
Late fee: late registration and/or late payment.....	25
Drop (each course) after Drop/Add Period.....	10
Deferred examinations	
Final (paid in advance).....	20
Midterm (paid in advance).....	10
Credit-by-Exam charge (paid in advance).....	\$55 per credit
Overload-in excess of 19 credits (per credit).....	75
Graduation (regardless of participation).....	60
Transcripts (after first one).....	2
I.D. Cards (after first one).....	5
Motor vehicle registration and parking..	6
Residence hall room changes.....	25
Residence hall private room or Roderick suite fee.....	150
Replacement food card charge.....	10
Post Office Boxes.....	6

Refunds

In case of withdrawal from the College it is the responsibility of the student to make formal application through the Student Affairs Office before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid. Any student required to leave from the residence halls of the College for disciplinary reasons will receive no refunds.

Refunds are made on the following schedules after deduction for non-refundable amounts:

Tuition:

Within seven days from the

first day of registration.....	80 percent
Within 14 days from the first day of registration.....	60 percent
Within 21 days from the first day of registration.....	40 percent
After 21 days.....	No Refund

Room Charge

Within seven days from the first day of registration.....	80 percent
Within 30 days from the first day of registration.....	60 percent
Within 60 days from the first day of registration.....	25 percent
After 60 days.....	No Refund

Business Office Policies

1. The advance payment for each semester is non-refundable unless the student becomes academically ineligible. Laboratory and special fees are non-refundable.
2. All regular charges are payable on or before the stated date for each term.
3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to the College. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the Office of Financial Aid on the main campus or from the College VA certifying officials at the extension centers.
4. Grants and loans administered by the College are credited to the student's account at the rate of one-half the amount of the award each semester. A student receiving an award from outside sources must present written evidence of the amount of the award and the manner in which it is to be paid if credit is to be allowed against semester charges.
5. Students on the Work-Study Program are paid biweekly by check for hours worked. A portion of a paycheck may be applied toward their fees.
6. In order to register, a student must make sure that all charges from a previous semester have been paid.

Financial Responsibility

No transcripts, grades, letters of recommendation, certificates of attendance, or any other official documents will be released if a student has financial indebtedness of any kind to Saint Leo College.

Personal Property

The College is not responsible for loss or for damage to the personal property of students. Ordinarily the insurance carried by a parent automatically provides or can be extended for this purpose. Students are encouraged to establish bank accounts at a local bank so they do not have large amounts of cash in their rooms.

Family Tuition Reduction

Families with more than one child attending Saint Leo College simultaneously as full-time students benefit from the following tuition schedule:

Two children	\$50 reduction per semester per child
Three children	\$100 reduction per semester per child
Four children	\$150 reduction per semester per child

Financial Aid

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States. Some College-funded scholarships are available for non-United States nationals.

Financial aid is allocated on the basis of need, good moral character, and academic promise. Financial "need" is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who needs aid at one college may not need aid at another.

Financial need is determined by College Scholarship Service on the basis of the financial information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance

offices and college financial aid offices. Students who do not demonstrate a "need" may avail themselves of a deferred payment plan. Students involved in disciplinary measures or whose grade point average falls below a 2.00 jeopardize their eligibility for financial aid.

Since financial conditions vary from year to year, a new application must be submitted for each academic year.

Financial aid awards are not transferable.

Application Process for Financial Aid

Students should apply for aid as early as possible, preferably at the time they apply for admission. Although aid is awarded all year long on the basis of available funds, priority is given to students who have been accepted for admission and whose applications are complete by March 1 for Fall Semester or October 1 for Spring Semester. The Financial Aid Form should be filed as early as possible after January 1 for the Fall Semester. To obtain the Saint Leo College application forms and information please contact:

Saint Leo College
Financial Aid Office
P.O. Box 2228
Saint Leo, Florida 33574

Federal and State Financial Aid Directly Available to Students

Federal Pell Grant. All students must apply for this grant before being considered for any other kind of aid, using the Financial Aid Form (FAF) from the College Scholarship Service.

State Grants. Many states have grants which can be used at colleges out of state. Criteria of eligibility, application procedures, and deadlines vary so we suggest you contact your respective state department of education. Students must apply for the Pell grant and their state grant before applying for a Guaranteed Student Loan.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty mili-

tary, retired or separated, dependents, and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations. Further information may be obtained from the Office of Financial Aid on the main campus (P.O. Box 2228) or from the College VA certifying officials at the extension centers.

Guaranteed Student Loans (GSL). Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a GSL a student must file the Financial Aid Form to show need and establish his/her eligibility for a Pell grant or a State grant. Recommended time to start the GSL application process is three months prior to entrance.

Parents Loans for Undergraduate Students (PLUS) and Supplemental Loans for Students (SLS). These loans may be obtained by students and parents for undergraduate students who do not demonstrate a sufficient need for the GSL. Contact your lending institution and forward your completed loan application for processing preferably three months prior to entrance.

Deferred Payment Plan

The College cooperates with insurance and tuition-plan companies to make monthly installment payments possible. All arrangements and contracts are made directly with the financing company.

Academic Management Services, Inc. (AMS) AMS offers a plan enabling students to budget all or part of the annual fees over a ten-month period at no interest. There is an initial fee and a small fee for life benefit coverage. To apply, write directly to Academic Management Services, Inc., 1110 Central Avenue, Pawtucket, Rhode Island 02861.

Local Scholarships

Dade City Kiwanis Club Scholarship. One scholarship is awarded annually to a Pasco Comprehensive High School graduate who exemplifies the ideals of a Kiwanian as to service and character. Saint Leo College matches the scholarship in an equal amount. Apply to the President of the Kiwanis Club, Dade City, Florida 33525.

Holy Name Priory Scholarships. The Benedictine Sisters of the Holy Name Priory of Saint Leo, Florida, offer several room and board scholarships each year to women members of the junior or senior class who have volunteered services to the College or the community. The Mother Rose Marie Easley, O.S.B., Scholarship in the amount of \$750 is awarded annually to a woman resident of East Pasco County.

For information regarding these scholarships write directly to: Scholarship Committee, The Benedictine Sisters, P.O. Drawer H, Saint Leo, Florida 33574, by March 15 preceding each Fall Semester.

Warder Scholarship. This scholarship is reserved for bona fide residents of San Antonio, Saint Joseph, Saint Leo, and the Piney Grove area. Apply to the Financial Aid Office.

Hazel Whitman Scholarship. The Women's Association of Saint Leo College awards this annual scholarship to a Pasco County resident. Contact the President of The Women's Association, P.O. Box 2035, Saint Leo, Florida 33574.

Financial Aid Available Through the College

Scholarships for which application is made to the Financial Aid Office.

Florida Tuition Voucher. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding, but not to exceed \$1,000 yearly.

Campus Based Federal Programs. Students must be United States citizens or permanent residents of the United States and demonstrate financial need, good moral character, and academic promise to qualify. Application is made on the Saint Leo College Financial Aid Application form obtainable from the Financial Aid Office, P.O. Box 2228, Saint Leo, Florida 33574. The FAF must be filed.

1. **Supplemental Educational Opportunity Grant (SEOG).** These funds are allocated as part of a financial aid package to students with exceptional need.
2. **College Work-Study Program (CWSP).** Under this program and under the Institutional Employment Program, students who demonstrate a need may be placed in various positions on campus.

3. **PERKINS Loan Program** (formerly NDSL). Under this program students who demonstrate an exceptional need may obtain a loan.

College Scholarships. To be eligible for a College scholarship a student should be enrolled full time on the main campus. The bases on which selection is made are financial need, character, academic record, and the specific criteria of the special awards. Priority is given to students who apply by March 1 of each year. Due to the limited number of scholarships, it is unlikely that the Scholarship Committee will award more than one scholarship to any one student.

1. **Aetna Life and Casualty Foundation Scholarship Grant.** This scholarship is awarded to members of a minority group who demonstrate financial need.

2. **Alpha Sigma Sorority Scholarship.** Income raised by the Sorority Sisters is donated each year to a deserving sister of Alpha Sigma Sorority who has maintained a minimum GPA of 2.00.

3. **Benefactors Scholarships.** Income from the following funds makes it possible to assist deserving students with the greatest unmet financial need. Funds are in the names of: Saint Leo Abbey, John Barron, Saint Charles Borromeo, J. M. Boucher, Bertha Brown, Charles K. Campbell, David Cannon, Mary Ann Cass, Clerf Family, Mary Kay Coppedge, Patrick and Margaret McCabe, Rev. John F. O'Boyle, Mary Ann Riley, Right Rev. Msgr. George T. Rockett, Robin Stockberger.

4. **Gilmar and Margil Scholarship Fund.** Income from this fund will be granted to a student with the greatest determined need and with the highest academic standing, and who is preferably a student of Spanish background.

5. **John Peter Heatherton Family Scholarship Fund.** Income from this fund is to be used for educational scholarships.

6. **Charles F. Henderson III Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty, and service to Saint Leo College and who demonstrate unmet financial need.

7. **Honor Scholarships** are awarded to incoming students with minimum SAT scores of 1,000 and minimum high school GPA of 3.00 or a minimum college GPA of 3.25.

8. **Knights of Columbus, Father Farrell Council 6476 Scholarship Fund.** A scholarship in the amount of \$500 per year shall be awarded to a student who meets the following criteria: The applicant must be a resident of Pasco County, Florida, a graduate of a Pasco County high school or a Florida Catholic high school, a practicing Catholic, classified as a junior in college with a minimum GPA of 3.00 and with a demonstrated financial need.

9. **Presidential Scholarships** are awarded on the basis of academic merit and need.

10. **Dade City Rotary Club Scholarship Fund.** Income from this fund will be awarded to graduates of Pasco Comprehensive High School and Pasco-Hernando Community College, preferably the east campus. Recipients must demonstrate financial need.

11. **William G. Selby and Marie Selby Scholars Program.** Applicants must be bona fide residents of Florida, preferably from Manatee or Sarasota county.

12. **The Thomas B. Southard Scholarship Fund.** Income from this fund will be awarded to needy students showing an ambition and desire to learn.

13. **Tri-County Scholarships** of up to \$300 yearly are awarded to residents of Pasco County, Hernando County, or Citrus County on the basis of unmet need.

14. **Dennis E. Vacenovsky Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty, and service to Saint Leo College and who demonstrate unmet financial need.

Scholarships for which application is made to the scholarship or divisional chairperson.

1. **Athletic Scholarships** are awarded to outstanding athletes who participate in intercollegiate programs. Apply directly to the Director of Athletics, P.O. Box 2038, Saint Leo, Florida 33574.

2. **Renee Cueto Scholarship Fund.** Income from this fund will be used to assist the most deserving theatre majors. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
3. **Marion Elizabeth Flagg Scholarship Fund.** Income from this fund will be used to assist deserving students in music. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
4. **Humanities Scholarships.** These scholarships, in various amounts, are awarded to students who demonstrate outstanding academic performance and financial need. Apply to the Chairperson, Division of Humanities, P.O. Box 2127, Saint Leo, Florida 33574.
5. **The C. P. McCabe Memorial Scholarship Fund.** Income from this fund will be used to assist juniors and seniors in the Division of Education who are from Pasco County, Florida, and who are of good character and in financial need. Apply to the Chairperson, Division of Education, P.O. Box 2098, Saint Leo, Florida 33574.
6. **Raymond L. and Mary C. Spangler Scholarship Fund.** Income from this fund will be used to assist deserving students in science, mathematics, or humanities. Apply to the respective chairperson.
7. **Dr. Herbert F. Wolf Scholarship Fund.** Income from this fund, not available to freshmen, will be used to assist deserving students in science and mathematics. Apply to the Chairperson, Division of Natural Science and Mathematics, P.O. Box 2188, Saint Leo, Florida 33574.
8. **ROTC Scholarships.** All ROTC students who will be under the age of 25 at graduation are eligible to compete for scholarships for one to three years. ROTC scholarships pay full tuition, books, fees, travel expenses, and \$100 per month subsistence allowance. Scholarships are based solely upon merit. For additional information contact the Coordinator of Military Science, Saint Leo College, P.O. Box 2126, Saint Leo, Florida 33574.
9. **ROTC Scholarships for on-campus degree completion by veterans enrolled in the Military Education Program.** All veterans and active duty enlisted personnel who are enrolled in the Military Education Program and are ready for separation are eligible to apply for the Saint Leo College ROTC Incentive Award Program.
All applicants who are accepted will receive an annual \$400 tuition rebate, plus \$1,000 per year from Army ROTC (over and above the GI Bill entitlement). Applicants with a 3.25 grade point average and SAT scores of 1,000 will receive a \$1,000 per year tuition rebate. Saint Leo students at the military extension centers should contact their resident center directors for details. Students planning to transfer to the main campus must apply for this scholarship prior to transfer. The final decision regarding scholarship awards rests with the College Financial Aid director.
10. **Edward L. Flemming Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in psychology. Available to juniors and seniors with financial need. Apply to Chairperson, Division of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.
11. **Nathan Altschuler Memorial Scholarship Fund.** Income from this fund will be used to assist deserving active duty military students currently enrolled in the Military Education Program who demonstrate unmet financial need. Apply to resident center directors.
12. **Religious Education/Religious Studies Scholarship Fund.** Income from this fund will be used to assist deserving students who are majors in religious education or religious studies. This fund is made possible by the generous support of the Saint Gerard Foundation and Mr. and Mrs. James C. David. Apply to Chairperson, Division of Religious Studies and Philosophy, P.O. Box 2158, Saint Leo, Florida 33574.
13. **Father George Paulson Theology Institute Endowment Fund.** Income from this fund will be used to provide

scholarships to deserving students majoring in religious education or religious studies as well as to provide lectures and other activities which further religious and values education. Apply to Chairperson, Division of Religious Studies and Philosophy, P.O. Box 2158, Saint Leo, Florida 33574.

- 14. AFROTC Scholarships.** Air Force ROTC scholarships are available to qualifying students for two to four years. These scholarships pay all tuition, books, required fees, plus \$100 per month tax free. All students in the final two years, regardless of scholarship status, receive the \$100 tax-free subsistence allowance.

- 15. Intercommunity Forum Scholarship Fund.** The College, Saint Leo Abbey, and Holy Name Priory annually offer two scholarships to students majoring in religious studies or religious education. One scholarship provides \$500 (\$250 per semester) toward tuition and a room (double occupancy) at Saint Leo Abbey for a male student. The other scholarship provides \$500 (\$250 per semester) toward tuition and a room (double occupancy) at Holy Name Priory for a female student. Apply to the Chairperson, Division of Religious Studies and Philosophy, P.O. Box 2158, Saint Leo, FL 33574.

Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations and in the following order of allocation: college scholarships, SEOG, NDSL, PELL Grant, grants, loans, and in accordance with the College's equity packaging policies.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

Definitions

New Hours exclude repeat courses.

Enrollment is based on tuition charges at registration.

Full time is 12 credit hours minimum each semester.

Academic year means two semesters on campus (Fall and Spring Semesters). For financial aid purposes, the Summer Session may be considered as a remedial session for certain aid programs but not for state aid.

In order to qualify for financial aid, all students who enroll full time (12 hours minimum) must earn a minimum of nine new hours any term and must earn a minimum of 24 new hours every academic year. "Repeats" are not included.

Students enrolled for the first time in College must maintain a 1.70 GPA in their first term of college attendance, including attendance at another college. After the first two terms of full-term enrollment at any college, students must maintain a minimum of 2.00 term or cumulative GPA.

In order to retain any aid, a student must meet the above standards. In addition, more stringent standards must be met to retain eligibility for certain programs, as follows: **College Scholarship:** Specific standards described on the scholarship contract must be met.

State Aid: All states require that recipients earn at least 24 hours each academic year and maintain a minimum cumulative GPA of 2.00 each term.

Guaranteed Student Loan: Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more hours per academic year and maintaining at least a 2.00 grade point average should be able to meet the standards of all agencies.

Schedule for Recipients of Financial Aid

Students enrolled full time must complete their course of study in no more than six academic years. The minimum amount of work a student must successfully complete by the end of each academic year is as follows:

Academic year completed	1	2	3	4	5	6
Number of credits successfully completed	24	48	72	96	120	144

***The Right to Appeal
Loss of Aid***

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following term. Financial aid may be reinstated during that term on one of the following conditions:

1. Provided a student who had had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, Florida 33574 within two weeks of having received notification of cancellation.
2. Provided during the term for which awards were cancelled and prior to the end of that term, a student raised his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed. This can be done by the student's obtaining an unofficial revised grade transcript from the Records Office and bringing it to the Financial Aid Office with a request that his/her aid be reinstated.

Summer Sessions

Students who do not meet the standards of progress by the end of the Spring Semester are encouraged to reinstate their eligibility for aid other than state aid for the following academic year by enrolling in the

Summer Session or taking courses at another campus during the summer with prior approval of the Vice President for Academic Affairs.

It is the responsibility of the students who have permission to take summer courses for credit at another institution to submit a transcript of their summer grades to the Financial Aid Office together with a request for reinstatement of eligibility.

Aid for Part-Time Students

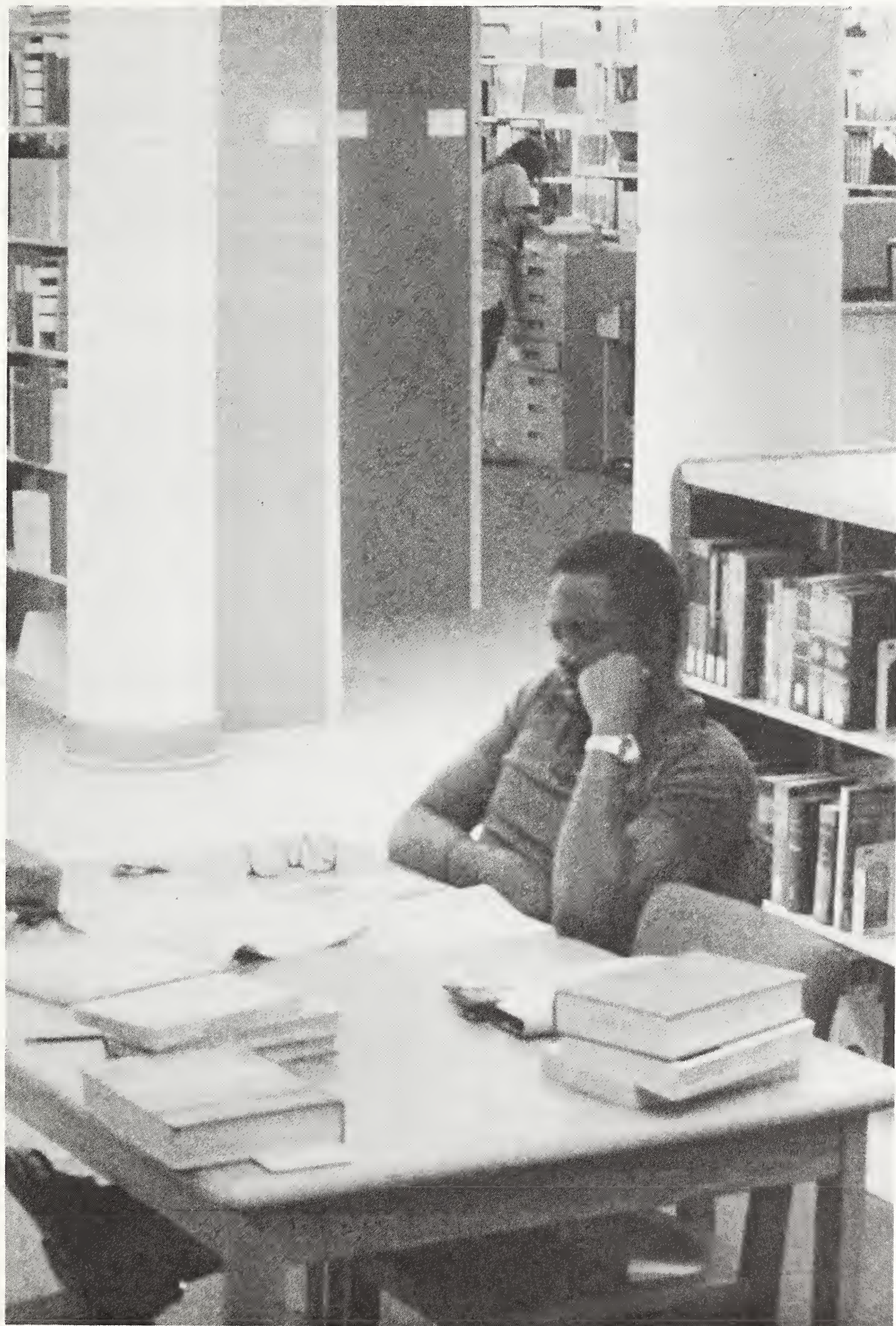
Part-time students (minimum six semester hours) are eligible to apply for a Guaranteed Student Loan (GSL) and to apply for the Pell grant. To maintain their eligibility, they must successfully complete **all** credit hours for which funds are disbursed in any term and maintain a cumulative grade point average of 2.00 minimum. Transfer credits do not count toward the cumulative grade point average.

CLAST Test

Students who accept financial aid from the state of Florida are required by law to take the Florida College Level Academic Skills Test (CLAST). CLAST must be taken prior to the beginning of the junior year. Passing scores are required for retention of state financial aid.

CLAST is given three times each year. The two dates following the publication of this catalog are: September 26, 1987, and March 12, 1988. Registration deadlines for these test dates are August 26, 1987, and March 12, 1988. To register for the CLAST contact Saint Leo College, Counseling Center, P.O. Drawer A. Saint Leo, FL 33574. Phone (904) 588-8358.

Academic Regulations



Registration

All students register for courses during the registration period at the beginning of each term.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the College catalog.

The College offers degree programs on campus, and externally through the Educational Services Office and the Military Education Program. Students enrolled in any one of these programs must formally request permission to enroll in courses in either of the other programs. The request should be directed to the dean of the program in which the student is enrolled and must be approved by the Vice President for Academic Affairs.

Grading

		Quality Points Per Credit Hour
A	Superior Performance	4.0
B+	Excellent Performance	3.5
B	Very Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Below Average	1.0
F	Failure	0
I	Incomplete	0
W	Withdrawn	
WE	Withdrawn Excused	
	(Due to extended temporary duty of student: Military Education Program only.)	
AU	Audit	

Pass/fail grades are not computed in the grade point average.

Incomplete work (I) is counted as failure (F) if the work is not made up by mid-semester of the following session.

Quality points are assigned only to grades earned at Saint Leo College.

Repeated Courses

Students may repeat any course that they wish, and are encouraged to repeat all courses failed. By written request to the Registrar students will have their cumulative grade point average adjusted to reflect only the higher grade earned at Saint Leo

College. However, the record of attempting all courses will remain on the permanent record.

Grade Changes

A grade may be changed only by the faculty member teaching the course. Changes in grade are permitted only when a computational error has been made. The student who feels that he has received an improper grade must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

Course	Hours Attempted	Grade	Quality Points	Total Quality Points
FAS 121	3	A	(4)	12.00 (3×4)
SPA 111	3	B	(3)	9.00 (3×3)
CHE 121	3	D	(1)	3.00 (3×1)
HTY 121	3	F	(0)	0.0
ENG 121	3	C+	(2.5)	7.50 (3×2.5)
	15			31.50

Grade Point Average: $31.50 \div 15 = 2.1$

Note: No quality points are awarded for transfer credit.

Academic Honor Code

Each student must uphold the principles of academic honesty. Instances of dishonesty (cheating on examinations or plagiarism, that is, submitting papers written by others or taken from published or unpublished sources as one's own), are serious academic violations. Students are required to report any observed instance of academic dishonesty to the course instructor. It is the responsibility and obligation of each student personally to uphold the Academic Honor Code.

Penalties for violations of the Academic Honor Code are as follows:

1. A *first offense* can result in a failing grade for the test or assignment.
2. A *second offense* in the same or other courses can result in a failing grade for the course in which the violation took place.

3. *A third offense can result in the suspension of the student from Saint Leo College.*

These offenses need not occur in the same course or semester but will be considered cumulative during a student's enrollment at Saint Leo College. Each offense will be entered in student disciplinary records in the Office of Academic Affairs.

The Dean's List

At the end of each semester those full-time students who have earned a semester grade point average of 3.50 or higher are recognized by placement on the Dean's List.

Grade Reports and Permanent Records

All unsatisfactory midsemester grades, known as advisory grades, and all semester and summer session grades are mailed to the student's home address.

Each term's grade report is prepared for each student showing the student's progress for that term. This information and any additional transfer credit is placed on the student's permanent record after 15 hours of residence. As grade reports are generated each term, the student's progress is checked against the grade point standards at the appropriate level and action is taken as required.

Permanent academic records of all students are maintained by the Records Office. Official transcripts of this record may be released to a student or to others only with the student's written permission. Transcript requests are directed to the Records Office. The charge for each official transcript issued is \$2. Unofficial transcripts cost \$1 each, except those that are requested by faculty for academic advising.

Credit By Examination

A maximum of 40 semester hours of standardized testing credit will be accepted as applying toward graduation, and all such credit will be listed on the student's transcript. Information about credit by examination is available in the Records Office.

Course Challenge Examination. Full-time students with a cumulative grade point average of 2.50 or higher may seek to earn credit for a course through examination. Permission to take an examination is granted by the chairperson in whose division the course is

taught. A \$65-per-credit-hour fee must be paid in advance.

To receive credit the student must achieve a grade of "C" or above. If the student fails the examination, no grade will appear on the permanent record.

Standard Examinations. Students may receive credit after successfully completing any of the following standard examinations:

- Advanced Placement Examinations
- American College Testing Program
- Proficiency Examination Program (PEP)
- College Level Examination Program (CLEP)
- General and Subject Examinations (Up to 30 credits may be earned through the Clep General Examinations.)
- Defense Activity for Non-Traditional Educational Support (DANTES)
- GED College Level Examinations

Academic Term

The campus academic programs, including the Educational Services extended programs and Weekend College, follow the semester system during the academic year. The campus undergraduate program continues in a six-week (April-June) Summer Session. Students find this session useful as a make-up term or as a means to earn additional credit for early graduation. The normal student course load for the session is two three-credit courses and a one-credit course in physical education. Enrollment in the Summer Session is optional.

Educational Services extended programs and Weekend College continue in a 13-week summer session.

The Military Education Program offers five terms in the academic year, starting about August 1 and ending the last week of July.

Course Load And Overload

Twelve credits is the minimum course load which a student may take and still be considered a full-time student. Students normally carry 15 to 18 credit hours.

Students who wish to take more than 19 credit hours must have a minimum cumulative grade point average of 2.50. In order to enroll in courses that would constitute a course overload students must be cleared by the Registrar and have the approval of their academic advisor and divisional chairperson. *Any student who is registered for 20 or more credits after the drop/add period will be assessed*

a non-refundable fee of \$75 per credit hour for credits in excess of 19.

Audit

Audit students must be regular in attendance and must make regular class preparation. No tests or examinations are required. No grade or credit is given. Fees are the same for both credit and audit courses, including the \$65 per-credit-hour charge for credits in excess of 19. See the tuition rates for part-time students in the preceding Financial Information section.

A change from credit to audit will not be permitted after the first week of the semester.

Class Attendance

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. Instructors include a course attendance policy in their syllabi.
2. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas, and spring breaks.
3. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance are informed by their instructor, who, in turn, submits a written report (Early Warning) to the Vice President for Academic Affairs.
4. In the case of absences caused by College sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the instructor deems necessary. Students are expected to make necessary arrangements before the planned absence from class.

Drops and Adds

During the drop/add period students may change courses without a fee. Drops and adds are handled through the Records Office. After the first week of a semester there is a \$10 fee for each course change.

Each student has the prerogative of dropping a course until the end of advisory week

in a given semester. A student who drops after the deadline may receive a grade of "F". The official recording date of all drops will be the last day scheduled for dropping classes. Students who drop below 12 semester hours will not be full-time students and may lose their eligibility for financial aid.

Final Exams

Final exams are scheduled after the last instructional class period of each semester and summer session. Students should not plan to leave campus until after the last day of final exams for the fall, spring, and summer terms, and they are advised to make their travel arrangements for the entire year as early as September. The final exam schedule is announced at the start of the semester to give students time to make travel arrangements.

Academic Warning, Probation, and Suspension

In order to continue in good standing, a student must maintain a minimum cumulative grade point average of 2.00. The system of academic warning, probation, and suspension is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of a student who is placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Academic Warning. Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning.

Freshmen on academic warning are not eligible to pledge fraternities or sororities.

Academic Probation. Freshmen who earn below a 1.70 semester grade point average or who receive failing grades in more than one course at the completion of the first semester will be placed on academic probation.

All other students with a cumulative grade point average below 2.00 will be placed on academic probation.

Students on academic probation are not eligible to be active members of any recognized campus organization or extracurricular activity. To maintain eligibility to participate, students must remain free from academic or disciplinary probation and must earn an average of 12 credits for each semester they are enrolled.

Members of varsity sports programs and students receiving financial aid must inform themselves of special eligibility requirements of these programs.

Academic Suspension. Students whose *cumulative* grade point averages are deficient for their academic level are subject to academic suspension. Those students who fail more than two courses in a semester or are not making satisfactory progress are subject to progress review and suspension.

The number or credits used in determining a student's academic level is based on full-time tuition charged for the first two semesters or the equivalent and the total credit hours attempted thereafter. Cumulative averages required to ensure that a student is academically eligible to remain in college at the end of each academic level are as follows:

Academic Level	Cumulative Average Required
Two semesters (full-time)	1.50
57 credits	1.70
84 credits	1.90

The academic level is based upon the total credits attempted, including credits transferred from other colleges. The academic average is based only upon the total credit attempted at Saint Leo College

Appeals. Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within one week of the official notification by the Academic Standards Committee. A successful appeal lifts suspension but academic probation remains.

For on-campus students appeals from academic suspensions must be made in writing to the Registrar. Students who are registered in the Educational Services or Military Education Program must appeal to their program director.

Reinstatement. Students suspended from Saint Leo College for poor scholarship may apply for readmission after completing at least 12 semester hours of acceptable work at another accredited college, or after two

semesters if they do not pursue studies elsewhere. A student who is reinstated remains on academic probation.

The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the College. Students who are registered in the Educational Services or Military Education Program petition through their program director. The written appeal must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. In addition to a personal statement, students are expected to obtain recommendations from their advisors and at least one faculty member or their divisional chairperson.

Suspended students seeking reinstatement after the required suspension period must include in their petition evidence of accomplishment, which may consist of an official transcript of academic work completed since their suspension.

The Academic Standards Committee determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement. In the case of students in the Educational Services or Military Education Program, the dean of their program serves in place of the Academic Standards Committee.

Veterans Benefits and Academic Progress. Veterans and other eligible persons will be allowed two semesters of campus or Educational Services (ESO) enrollment, or four terms of Military Education Program (MEP) enrollment to raise their GPA to 2.00 or higher. (Two terms in the MEP equate one campus/ESO semester.) Failure to attain the minimum GPA by the end of the second campus/ESO semester or the fourth MEP term of probationary status will result in the termination of VA benefits. Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the College's reinstatement procedures. In addition to the College's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

Withdrawal From The College

If students find it necessary to withdraw from the College for any reason, they must

do so officially to obtain honorable academic withdrawal.

Withdrawal forms are available in the Office of Student Affairs and the procedure outlined thereon must be followed. Students who fail to carry out these procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered. In such cases, the official withdrawal date for the permanent record will be the last day of the semester in which they left.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund of tuition or residence payments until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is signed in Student Affairs.

Classification of Students

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

- Freshman—a student with fewer than 30 earned credits.
- Sophomore—a student with at least 30 and fewer than 60 earned credits.
- Junior—a student with at least 60 and fewer than 90 earned credits.
- Senior—a student with at least 90 earned credits.
- Special—a non-degree-seeking student.

Degree Requirements

To earn the bachelor's degree a student must meet the following requirements:

1. Complete a minimum of 120 credits.
2. Complete the general physical education requirements.
3. Complete the Basic Studies Program.
4. Complete a minimum of 39 hours of course work at the 300-400 level.
5. Attain a minimum cumulative grade point average of 2.00.
6. Complete all the requirements of the student's division and major.
7. Attain a minimum cumulative grade point average of 2.00 in the major.
8. Complete such comprehensive examinations as may be required by the College.
9. Fulfill the residence requirement.
10. Satisfy all financial obligations.

11. Apply for graduation at registration or in the Office of Public Affairs.

To earn the associate's degree a student must meet the following requirements:

1. Complete a minimum of 60 credits.
2. Complete two general physical education courses.
3. Complete Basic Studies I.
4. Attain a minimum cumulative grade point average of 2.00
5. Complete all program requirements.
6. Fulfill the residence requirement.
7. Satisfy all financial obligations.
8. Apply for graduation at registration or in the Office of Public Affairs.

Residence Requirements

Four academic years of eight semesters are normally needed to earn the bachelor's degree. Two academic years or four semesters are normally needed to earn the liberal arts associate's degree.

To satisfy residence requirements, students must complete a minimum of 30 credits at Saint Leo College. They must also be in attendance during the last two semesters.

Students with a bachelor's degree who wish to earn an additional bachelor's degree must complete residence requirements and all other degree requirements.

Students who have satisfied the residence requirements and have completed all but nine credits of their degree credits may request permission to take these final credits elsewhere. In order to do so, they must petition in writing through their divisional chairperson for special consideration. Petitions require the endorsement of a student's divisional chairperson and approval of the Vice President for Academic Affairs.

Residence requirements for off-campus students enrolled in the external programs may be found in the catalog under Military Education Program and Educational Services Program.

Application for Graduation

Students must make formal application for graduation at registration or in the Office of Public Affairs. A \$60 fee is required for graduation, even if the student chooses not to participate in the commencement exercises. In order to provide time for a thorough research of the applicant's record, the application must be submitted by the end of the first semester of the final year in which

the student expects to graduate.

The College has one formal graduation (with academic regalia) each year at the completion of the spring semester. Degrees are conferred without ceremonies on two other dates: September 1 and January 1.

Participation In Commencement

All students who have met the requirements of Saint Leo College for receipt of the associate's or bachelor's degree and have met all financial responsibilities may participate in commencement ceremonies.

Graduation With Honors

Students who have earned at least 45 credits at Saint Leo College and have the specified cumulative grade point averages will receive the following honors:

Summa cum laude	3.90 and above
Magna cum laude	3.75 and above
Cum laude	3.50 and above

External Degree Program students who have completed at least 30 but fewer than 45 credits at Saint Leo College and who have completed a bachelor's degree with a cumulative grade point average of at least 3.50 will be awarded the degree "With Honors."

Awards

The following awards are given to members of the graduating class:

The Clara McDonald Olson Scholarship Award to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their credits from Saint Leo College. Graduating students who have earned part of their degree credits from other institutions and who have achieved a 4.00 cumulative grade point average while attending Saint Leo College for at least their last three years are eligible for special recognition.

The John I. Leonard General Excellence Award to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership, and general excellence for which Saint Leo College stands.

The Abbot Marion Bowman Activities Award to the member of the graduating class whose participation and leadership in extracurricular activities have been of the highest order.

The Thomas B. Southard Leadership Award Sabre to the Army ROTC graduate who best demonstrates leadership achievement in both Advanced Camp at Fort Bragg, North Carolina, and on-campus ROTC classes and labs at Saint Leo College. The military sabre is donated by the Office of Alumni Relations and the Department of Military Science.

The Floreat Award

The award may be given at graduation by the board of trustees in recognition of distinguished benefaction to Saint Leo College and to Catholic education in the state of Florida. Recipients are as follows:

- 1961 Right Rev. Monsignor MacEachen
- 1962 Mr. Robert A. Brown
- 1963 Mr. Leo N. Hierholzer
- 1964 Mrs. R. Hill Bolling
- 1967 Mrs. Bertha Evans Brown

Academic Programs



The liberal arts curriculum of Saint Leo College enables students to become people of culture and conscience. It acquaints students with the major areas of human knowledge—the humanities, natural sciences, and social sciences—and allows them to pursue a major in the discipline of their interest and talent, encouraging them to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts offer students the opportunity to gain greater knowledge of themselves, to develop a concern for others, and ultimately to acquire insight into their responsibilities in the world.

Saint Leo College offers the following liberal arts degrees: Associate of Arts, Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work.

Students electing an Associate of Arts degree major in liberal arts.

Students electing the Bachelor of Science degree major in medical technology or health administration.

Students electing the Bachelor of Social Work degree major in social work.

Students electing the Bachelor of Arts degree major in the following fields:

- Accounting
- Art
- Arts management
- Banking
- Biology
- Business administration
- Computer systems in business
- Criminology
- Dance
- Elementary education
- English
- Finance
- History
- Human resources administration
- Human services
- International studies
- Management
- Marketing
- Music theatre
- Physical education, including sports management and teacher training
- Political science
- Pre-law
- Psychology
- Public administration
- Religious education
- Religious studies

- Restaurant and hotel management
- Secondary education
- Sociology
- Special education (MR)
- Theatre

The biology major is the recommended pre-professional curriculum for students intending to pursue careers in medicine, dentistry, and veterinary science.

The social work program is accredited by the Council on Social Work Education.

Teacher education programs that lead to certification and have been approved by the Florida state Department of Education:

- Art (K-12)
- Elementary education (1-6)
- English (7-12)
- History (7-12)
- Mental retardation (K-12)
- Physical education (6-12)
- Political science (7-12)
- Religious education (7-12)
- Secondary education (7-12)

Other programs that lead to teacher certification (on a course-by-course transcript basis):

- Biology (7-12)
- Early childhood (N-K)
- Social studies (7-12)
- Speech (7-12)

The Basic Studies

Recognizing the need for its students to become acquainted with the major branches of human knowledge, Saint Leo College places strong emphasis on a liberal exposure to the arts and sciences through its program of basic studies. Faculty advisors aid students in selecting courses that will best contribute to their educational and vocational goals.

The Basic Studies program consists of two components, Basic Studies I and Basic Studies II; both are required for all bachelor's degree programs. There is also a physical education requirement.

No course may be used to satisfy both Basic Studies I and Basic Studies II requirements.

Basic Studies I requires a minimum of 30 credits (ten courses) and Basic Studies II requires a minimum of 15 credits (five courses).

Basic Studies I**English**

(Two Courses)

ENG 121 Composition

ENG 122 Composition and
Literature

(One Course)

ENG 221 Survey of English
Literature IENG 222 Survey of English
Literature IIENG 223 Survey of American
Literature IENG 224 Survey of American
Literature II

ENG 225 World Literature I

ENG 226 World Literature II

Fine Arts

(One Course)

ART 121 Visual Fundamentals I

ART 122 Visual Fundamentals II

DAN 125-
130 Introductory Dance Courses

FAS 123 Introduction to Film

MUS 123 Introduction to Music

THE 121 Introduction to Theatre and
Drama

THE 123 Stagecraft

Religious Studies and Philosophy

(One Course)

PHI 121 Introduction to Philosophy

PHI 222 Philosophy of Man

PHI 224 Ethics

(One Course)

REL 110 Catholicism

REL 124 Introduction to the Old
TestamentREL 125 Introduction to the New
Testament

REL 131 Introduction to Religion

REL 223 Religions of the World:
Western ReligionsREL 224 Religions of the World:
Eastern Religions**Science and Mathematics**

(One Course)

BIO 121 Introduction to Biology

BIO 123 General Biology

CHE 121 Chemistry & Society

CHE 123 General Chemistry I

PHY 121 Fundamental Concepts of
Physics

PHY 131 Introductory Physics

PHY 221 General Physics I

(One Course)

MAT 121 Intermediate Algebra

MAT 131 College Mathematics

MAT 141 Finite Mathematics

MAT 151 College Algebra

MAT 161 Precalculus

MAT 221 Calculus I

MAT 231 Calculus and Analytical
Geometry I**Social Science**

(One Course)

HTY 121 United States History to 1865

HTY 122 United States History
since 1865

HTY 123 Western Civilization to 1500

HTY 124 Western Civilization
since 1500

HTY 225 Far Eastern Civilization

HTY 227 Latin America and the
Caribbean

HTY 233 The Modern Middle East

(One Course)

PSY 121 Introduction to Psychology

PSY 122 Psychology of Adjustment

PSY 228 Social Psychology

SOC 121 Introduction to Sociology

SOC 222 Social Problems

SWK 121 Introduction to Social Work

Basic Studies I**Total: Ten courses**

Basic Studies II

Humanities

(One Course)

ART 322	History of Art I
ART 323	History of Art II
DAN 321	Dance History: Ballet
DAN 322	Dance History: Modern Dance
ENG 321	The English Novel
ENG 331	Modern American Drama
MUS 321	Music History I
MUS 322	Music History II
SPA 211	Spanish, Level 2-A
THE 327	History of Theatre I
THE 328	History of Theatre II

Religious Studies and Philosophy

(One Course)

Any course in Religious Studies or Philosophy.

(One Course)

Any course in Religious Studies.

Science and Mathematics

(One Course)

BIO 121	Introduction to Biology
BIO 123	General Biology
BIO 220	Human Anatomy and Physiology
BIO 224	Health Science
CHE 121	Chemistry and Society
CHE 124	General Chemistry II
COM 205	Programming in BASIC
PHY 121	Fundamental Concepts of Physics
PHY 131	Introductory Physics
PHY 222	General Physics II
MAT 131	College Mathematics
MAT 141	Finite Mathematics
MAT 151	College Algebra
MAT 161	Precalculus
MAT 221	Calculus I
MAT 222	Calculus II
MAT 231	Calculus and Analytical Geometry I
MAT 232	Calculus and Analytical Geometry II

Social Science

(One Course)

HTY 121	United States History to 1865
HTY 122	United States History since 1865
HTY 123	Western Civilization to 1500
HTY 124	Western Civilization since 1500
HTY 225	Far Eastern Civilization
HTY 227	Latin America and the Caribbean
HTY 233	The Modern Middle East
POL 121	Introduction to Politics
POL 123	The Law and Society
POL 223	American Federal Government
POL 224	American State and Local Government
PSY 121	Introduction to Psychology
PSY 122	Psychology of Adjustment
PSY 228	Social Psychology
SOC 121	Introduction to Sociology
SOC 222	Social Problems
SWK 121	Introduction to Social Work

Basic Studies II

Total: Five courses

Physical Education

(Four Courses)

In addition to the Basic Studies I and II requirements, all students are required to complete four one-credit physical education courses. Students who have at least two years of military service or are over 35 years of age or have an associate's degree from an accredited junior or community college are exempted from this requirement. All students transferring with junior classification, except those who fall into one of the above-mentioned categories, must complete at least two one-credit physical education courses.

PED 101 Concepts of Physical Education

PED 201 Beginning Swimming

And two activities courses. (One studio dance course may serve as an activities course provided the dance course is not used to satisfy Basic Studies Humanities.)

Military Science students who complete MSE 321, 322, 421, and 422-10 may use this sequence to substitute as one activities course.)

English Language Proficiency

The Saint Leo College English language proficiency requirement may be satisfied in either of two ways:

1. By achievement of a score of 450 or above on the Test of English as a Foreign Language (TOEFL) or
2. By completion of Level 109 at any ELS Language Center located in the United States.

Credit Substitution

Since the academic program is student-centered, it is flexible to meet individual needs and goals. Each divisional chairperson may permit substitution of resident, transfer, or testing credit for degree requirements.

Individual Studies

The College offers two types of individual study. One type, entitled directed study, is conducted under the direct supervision of a faculty member and requires a minimum of one scheduled meeting a week. Courses

listed as 329 or 429 are conducted as directed studies. Also, any other regular course may be taught by directed study where circumstances require.

The second type of individual study is independent study. In this the student pursues a subject under the direction of a faculty member, using such support materials as video tape, computer disk, written text, or combinations thereof. On completion of the prescribed work, the student reports to the faculty member and is graded either on a paper or project or written examination.

Both types of courses are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

Permission to pursue individual studies must be obtained from the divisional chairperson or dean of the student's program. Generally, permission to use this option to satisfy a regular course requirement is granted only to students who are within two semesters of graduation and who satisfy all other academic course requirements. However, since written requests are submitted on an individual basis, exceptions may be made at the discretion of the appropriate administrator.

Freshman Studies Program

The freshman studies program enhances the freshman-year experience. It is designed to involve students in their own education and to contribute to their academic, emotional, intellectual, spiritual, and social development and growth.

The freshman program has six goals: (1) to extend freshman orientation throughout the freshman year to meet individual needs, (2) to introduce higher education as a unique experience, (3) to develop a support group during the period of adjustment, (4) to build a sense of community, (5) to provide mentors for all freshmen, and (6) to improve self-esteem.

The program has three major academic components, as well as four additional services. The academic components include: (1) a freshman core curriculum that is administered through the freshman program; however, each course is taught through the

respective disciplines; (2) Learning Assistance Services, under which courses will be required of students who are underprepared for college work; and (3) the Honors Program, an integral part of the freshman-year experience for appropriate freshmen.

Additionally, freshmen will be required to take a one-credit course designed to help them understand the College community and their place in it, PSY 101: Seminar on Self-Awareness. Some freshmen may elect, but other freshmen will be required, to take COL 101: Introduction to College. All incoming freshmen will be assigned advisors, who will act as mentors. Finally, all freshmen will be required to take an exit examination to formally acknowledge completion of the freshman year.

Learning Assistance Services

Saint Leo College offers a comprehensive developmental program designed to assist students who need to improve their academic skills. The goal of the developmental program is to help students succeed in their academic course work.

Developmental courses include lectures and discussion in regular classes and individualized work in a laboratory environment. All components of the developmental program employ professional tutors.

Students who show weakness in any area are placed in the appropriate developmental course and are required to complete the assigned course satisfactorily within their first two semesters at the College. It is not unusual for first-semester freshmen who need to strengthen their academic skills to enroll in College Reading Skills and Developmental Composition simultaneously.

In addition to the development courses in reading, writing, and mathematics, Saint Leo College offers COL 101: Introduction to College, which orients freshmen to college generally and to Saint Leo College specifically. The focus of COL 101 is both academic and personal. The course is available primarily to freshmen.

All developmental courses require a minimum of "C" grade for passing. Credit earned in the courses described above is applicable toward graduation from Saint Leo College. The College Reading Skills course may also be useful to students preparing for graduate or professional schools, where a high reading proficiency is expected.

Honors Program

The Honors Program stresses the importance of academic challenge and discipline through an integrated sequence of courses, supplemental academic and cultural activities, and entry into a community of scholars. These features provide honors students with an enriched and cohesive liberal arts education.

The Honors Program is intended to serve the special needs and interests of the most inquisitive, highly motivated, and academically talented students, providing them with an opportunity to reach their full potential. Through the program, students enjoy the experience of analytical thinking, independent learning, intellectual discussion, and critical expression.

The program provides a challenging curriculum, stimulating instructors, and close association with other superior students. Honors students are usually active leaders on campus, both inside and outside the classroom.

Saint Leo College's Honors Program is affiliated with the National Collegiate Honors Council, an organization of over 200 colleges and universities that serves as the national organization for honors programs. In addition, Saint Leo College participates in the Southern Regional Honors Council, which was organized in 1973 as an affiliate of the National Collegiate Honors Council. The Southern Regional Honors Council addresses the needs and interests of honors programs and their members throughout 10 southeastern states ranging from Virginia to Louisiana and Florida.

For information and application forms, contact Director of Honors Program, C/O Vice President for Academic Affairs, P.O. Box 2006, Saint Leo College, Saint Leo, Florida 33574.

Academic Advising

All freshmen will be assigned an advisor. These advisors will assist students throughout the year, whether or not other academic advisors are assigned to the student. Freshmen are encouraged to seek out their respective advisors as mentors.

When students are ready to select a major, an academic advisor will be assigned to them by the chairperson of the division in which they plan to pursue a major.

All students are responsible for meeting all of the academic requirements for graduation. Therefore, students are responsible for making appointments with their academic advisors to ensure they meet those requirements.

Major

Students usually select their major before the completion of their sophomore year. However, they may begin their major as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo College, students should decide on their major early. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a major usually begins in the first semester of the junior year.

Students who plan to teach at the secondary level should complete the professional courses in education in addition to all courses required in their major.

Preparation for Professions

Basic preprofessional courses leading to graduate study or to entrance into professional schools are offered in a number of fields: law, medicine, dentistry, osteopathy, nursing, social work, veterinary science, and others.

Students who expect to use the liberal arts as a foundation for more specialized study at another institution are advised to consult an advisor in their special field of interest for a suggested outline of required subjects, and also to consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field but do vary somewhat among professional and graduate schools.

Military Science

Army Reserve Training Corps. The Army Reserve Officer Training Corps at Saint Leo College offers a four-year and a two-year Officer Training Program leading to a commission as a second lieutenant in either the United States Army Reserve or the Regular Army. Depending on the students' academ-

ic major, their desires, and the needs of the Army, this commission may be in any one of the Army's 16 branches.

All textbooks, uniforms, and equipment are furnished. During the last two years, the student is paid \$100 per month for 10 months during each academic year by the U.S. Government. In addition, one-, two-, and three-year scholarships may be awarded to exceptional students.

The course of instruction emphasizes theoretical and practical leadership. It is divided into Basic (MS I and MS II) and Advanced (MS III and MS IV) courses. Admission to the Basic course is open to full-time students, who will complete the four-year program before their 28th birthday and are physically qualified. Admission to the Advanced course is competitive. The ROTC campus coordinator must approve all applicants. In addition, all advanced students must pass mental and physical examinations and have received credit for the Basic course.

Credit for the Basic course may be given for prior military training or for participation in secondary school ROTC programs. Credit for the entire Basic course may be received by attending summer camp under the two-year ROTC Program.

Additionally, Army ROTC offers "leadership labs" which are voluntary and carry no military obligation. Although the leadership labs carry no academic credit, they do allow students who cannot take an academic military science course to receive military credit for their participation. The leadership labs offered are:

LEADERSHIP LAB: Teaches basic military skills.

RANGER: Teaches survival techniques.

Freshmen and sophomores participate in ROTC on a voluntary basis, with no obligation whatsoever to the military. A student who wishes to continue with postgraduate work may be deferred from a call to active duty for up to four years after commissioning.

In addition to the Basic Studies I and II requirements, all students are required to complete four one-credit physical education courses. Students who have at least two years of military service or are over 35 years of age or have an associate's degree from an accredited junior or community college are exempted from this requirement.

For additional information, contact U.S.

Army ROTC, P.O. Box 2126, Saint Leo College, Saint Leo, Florida 33574.

Air Force Reserve Officer Training Corps.

The Air Force Reserve Officer Training Corps (AFROTC) is offered under an inter-campus agreement with the University of South Florida (USF). AFROTC courses are taken at USF, but Saint Leo College course credit is granted. The curriculum includes 16 credits of instruction by Aerospace Studies Department faculty over a four-year period.

Students may be enrolled in either a two- or four-year program. The four-year program normally requires students to successfully complete all four years of academic work, AFROTC courses, and a four-week field training encampment between their sophomore and junior years. The two-year program gives students who do not enroll in AFROTC during their freshman and sophomore years, and transfer students from non-ROTC colleges, the opportunity of taking AFROTC. Selection for this program is in the spring prior to entry year. If selected, the student attends a six-week field training encampment in the summer prior to program entry. Upon entering the program, the student then completes all undergraduate degree requirements, a mathematical reasoning course (if not already completed), and 12 credit hours of courses to qualify for commissioning as a second lieutenant in the Air Force.

Enrollment in a weekly one hour (non-credit) leadership laboratory is required of all students entering the program. Students wear the Air Force uniform during these periods, and are taught customs and courtesies of the Air Force.

AFROTC for two to three-and-one-half year scholarships are available for eligible applicants. In addition to the above requirements, scholarship recipients must also complete an English composition course and one term of a major Indo-European or Asian language.

Saint Leo College students interested in enrolling in the four-year program as freshmen may register at USF as special students. All other students interested should contact the Department of Aerospace Studies, USF, for advice. Veterans, active duty personnel, and graduate students are encouraged to inquire about special accelerated programs designed for them. The telephone number

of the Department of Aerospace Studies is (813) 974-3367.

Overseas Academic Programs

Each Summer Session two international seminars are offered, one in business administration and the other in humanities. Under the direction of Saint Leo College faculty members, participants may receive up to six hours of credit. The section on Course Offerings in this catalog gives further details.

In addition, studies abroad during either or both of the full semesters of the academic year may be undertaken in programs sponsored by other institutions. Prior approval of the courses and programs selected will assure ready acceptance of credits earned abroad into the student's program major at Saint Leo College. Such overseas academic programs are usually designed for the junior year, but occasionally participation during the sophomore year is possible.

For studies in French-speaking or Spanish-speaking countries, students will find it essential to enroll in the corresponding elementary and/or intermediate language courses at Saint Leo College in the terms prior to departure. Approval for study in other countries requires a demonstrable capability in the language of the host country, even though many courses there may use English as the language of instruction.

Interested students are encouraged to explore the possibility of studying abroad, as the skill and knowledge acquired under these circumstances are frequently of direct benefit. Initial inquiries should be made to the Office of the Vice President for Academic Affairs. All courses taken in approved foreign study programs, both the International Studies Seminars of the summer sessions and the courses sponsored by other institutions, will be entered on students' Saint Leo College transcripts.

Programs Of Study

Majors. Programs of study and specific course requirements for the various majors offered by Saint Leo College are presented within the following divisions and program areas. Course requirements are fulfilled within a program component that consists of five phases: (1) Basic Studies I, (2) Basic Studies II, (3) major requirements, (4) physical education, and (5) electives. Some Basic Studies courses satisfy requirements for certain majors.

Minors. Minor programs of study are also offered in some academic departments, requiring a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. A minor is not required for graduation.

Students may earn up to two majors or a major and a minor.

The Division of Business Administration

Marvin T. Travis, Chairperson

The Division of Business Administration, in cooperation with other divisions, stresses education for the whole person and provides a basis for understanding the economic structure of our society. Those who enter the business world and the world of products, services, buying, and selling must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished within the liberal arts ideal.

The programs in the Division of Business Administration are designed as preparation for graduate study and for careers in business, industry, government, and education. The Division offers the bachelor of arts

degree with majors in a number of areas, most requiring 54 credit hours of work in the business or computer fields.

Within the Division of Business Administration, the Director of Academic Computer Services serves as a resource for computer applications in other academic divisions of Saint Leo College.

The Division also offers an International Business Seminar in Europe each May in which students may earn up to six hours of elective credit in business administration. Interested individuals should consult a business faculty advisor for information about the seminar and application of credits toward their degree programs.

Internships are offered in all majors for selected students so that they may apply their theoretical skills in a business environment.

Accounting

The accounting major is designed to prepare students for accounting and finance positions in industry and government.

Certified public accountant (CPA) requirements will normally *not* be met by the major requirements. Most states require 24 hours of upper-level accounting courses; as such, the typical 54-hour major must be supplemented by taking at least two of the recommended accounting electives. Since each state has different requirements, a student must ensure sufficient accounting and related business and English courses to satisfy the state requirements.

CPA candidates in *Florida* must complete 30 additional semester hours above the 120 academic hours required for a Saint Leo bachelor's degree. Of the total semester hours the CPA candidate must complete 36 hours of upper-level accounting courses (this must include 9 hours of financial or cost accounting, 6 hours of taxation, and 6 hours of auditing). The candidate must also complete 39 hours of related business courses (this must include 6 hours of business law courses). Students wishing to be CPA's in Florida are encouraged to major in two areas of business since they must take the additional 30 semester hours. Most main campus students, with proper planning, can finish these requirements in 4 to 4½ years by enrolling in summer sessions and/or adding courses to the normal full-time semester load.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements.....	54
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II(3)	
ACC 301 Intermediate Accounting I (3)	
ACC 302 Intermediate Accounting II(3)	
ACC 331 Cost Accounting I (3)	
ACC 403 Accounting Information Systems (3)	
ACC 411 Auditing I (3)	
ACC 421 Taxation I (3)	
ECO 201 Principles of Macroeconomics (3)	
ECO 202 Principles of Microeconomics (3)	
FIN 325 Principles of Finance (3)	
GBA 311 Quantitative Methods (3)	
GBA 325 Business Statistics (3)	
GBA 331 Business Law I (3)	
GBA 498 Business Policy (3)	
MGT 301 Principles of Management (3)	
MGT 321 Communications for Management (3)	
MKT 301 Principles of Marketing (3)	
Physical Education Requirements.....	4
Electives	21
Recommended electives include ACC 332 Cost Accounting II; ACC 404 Fund Accounting; ACC 405 Accounting Theory and Research; ACC 412 Auditing II; ACC 422 Taxation II; ACC 423 Estates, Trusts, and Gifts Taxation; GBA 332 Business Law II.	
Total Credits	124

Arts Management
(See Humanities.)

Business Administration

The program must be specifically tailored by academic advisors and approved by the chairperson of the Division of Business Administration to meet the unusual career objective of an individual who cannot achieve his objectives by majoring in another area. This approval must be confirmed in writing prior to the beginning of the student's last 45 hours at Saint Leo College.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements.....	57
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II(3)	
ACC 326 Managerial Accounting or ACC 331 Cost Accounting I (3)	
ECO 201 Principles of Macroeconomics (3)	
ECO 202 Principles of Microeconomics (3)	
FIN 325 Principles of Finance (3)	
GBA 311 Quantitative Methods (3)	
GBA 325 Business Statistics (3)	
GBA 331 Business Law I (3)	
GBA 498 Business Policy (3)	
MGT 301 Principles of Management (3)	
MGT 321 Communications for Management (3)	
MKT 301 Principles of Marketing (3)	
Six additional 300-400 level business courses or six additional computer courses	
Physical Education Requirements.....	4
Electives	18
Recommended elective: COM 421 Management Information Systems.	
Total Credits	124

Computer Systems in Business

The computer systems in business major is designed to enable the student to understand the operation of an organization from the business point of view, along with the fundamentals of computer applications, so that the two areas may be brought together in an intelligent manner.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major requirements	57
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II(3)	
ACC 326 Managerial Accounting or ACC 331 Cost Accounting I (3)	
COM 201 Principles of Data Processing (3)	
COM 205 Programming in Basic (3)	
COM 210 Computer Languages & Logic (3)	

COM 310	Software and Hardware Concepts	(3)
COM 320	Systems Analysis and Design	(3)
COM 410	Application Program Development	(3)
ECO 201	Principles of Macroeconomics	(3)
ECO 202	Principles of Microeconomics	(3)
FIN 325	Principles of Finance	(3)
GBA 311	Quantitative Methods	(3)
GBA 325	Business Statistics I	(3)
GBA 331	Business Law I	(3)
GBA 498	Business Policy	(3)
MGT 301	Principles of Management	(3)
MGT 321	Communications for Management	(3)
MKT 301	Principles of Marketing	(3)
Physical Education Requirements.....		4
Electives		18
Recommended elective: COM 421 Management Information Systems.		
Total Credits		124

Finance

The finance major is designed to provide students with an opportunity to specialize in the financial area of management. Financial management is a key functional specialty in all private and public sector organizations of any size.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements.....	54
ACC 201 Principles of Accounting I	(3)
ACC 202 Principles of Accounting II	(3)
ACC 301 Intermediate Accounting I	(3)
ACC 326 Managerial Accounting or	
ACC 331 Cost Accounting I	(3)
ECO 201 Principles of Macroeconomics	(3)
ECO 202 Principles of Microeconomics	(3)
ECO 366 Money and Banking	(3)
FIN 325 Principles of Finance	(3)
FIN 331 Principles of Investment	(3)
FIN 333 Financial Institution	(3)
FIN 498 Financial Policies and Strategies	(3)
GBA 311 Quantitative Methods	(3)
GBA 325 Business Statistics	(3)

GBA 331	Business Law I	(3)
GBA 498	Business Policy	(3)
MGT 301	Principles of Management	(3)
MGT 321	Communications for Management	(3)
MKT 301	Principles of Marketing	(3)
Physical Education Requirements.....		4
Electives		21
Recommended electives include ACC 302 Intermediate Accounting II; ACC 423 Estates, Trusts, and Gifts Taxation; ECO 302 Intermediate Price Theory; FIN 477 Risk and Insurance.		
Total Credits		124

Health Care Administration

(See Division of Social Science for major requirements.)

Human Resources Administration

The human resources administration major is designed for those who wish to pursue a career in personnel management or related human services careers.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements.....	48
ECO 201 Principles of Macroeconomics	(3)
ECO 202 Principles of Microeconomics	(3)
GBA 325 Business Statistics I	(3)
HRA 498 Seminar in Decision Making	(3)
HRA 499 Seminar in Human Resources Administration	(3)
MGT 301 Principles of Management	(3)
MGT 331 Management of Human Resources	(3)
MGT 412 Organizational Behavior and Development	(3)
MGT 441 Labor Relations	(3)
PSY 228 Social Psychology*	(3)
PSY 319 Human Behavior in Stress and Crisis	(3)
SOC 222 Social Problems or	
POL 123 Law and Society**	(3)
SOC 320 Methods of Social Research	(3)
SOC 321 Social Organization	(3)

Two other 300-400 level courses selected from ACC, COM, ECO, FIN, GBA, MGT, MKT, POL 325, PSY, SOC, and SWK.

Physical Education Requirements.....4

Electives27

Recommended electives include ACC 201 Principles of Accounting I (which may fulfill 300-level required course in this major only), FIN 325 Principles of Finance, MGT 321 Communications for Management, and MKT 301 Principles of Marketing.

Total Credits 124

*May be applied to Basic Studies I or Basic Studies II

**May be applied to Basic Studies II

Management

Most business students major in management. It is a general business major in the sense that it prepares the student to begin the climb in the management (business) area of almost any type of organization on the assumption that management skills, once learned, are applicable in most business structures.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II.....	15
Refer to page 39 for requirements.	
Major Requirements.....	54
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II (3)	
ACC 326 Managerial Accounting or	
ACC 331 Cost Accounting (3)	
ECO 201 Principles of	
Macroeconomics (3)	
ECO 202 Principles of	
Microeconomics (3)	
ECO 302 Intermediate Price Theory (3)	
FIN 325 Principles of Finance (3)	
GBA 311 Quantitative Methods (3)	
GBA 325 Business Statistics (3)	
GBA 331 Business Law I (3)	
GBA 498 Business Policy (3)	
MGT 301 Principles of Management (3)	
MGT 321 Communications for	
Management (3)	
MGT 331 Management of Human	
Resources (3)	
MGT 412 Organizational Behavior	
and Development (3)	

MGT 498 Management Policies and	
Strategies (3)	
MKT 301 Principles of Marketing (3)	
Business Elective (300-400 level) (3)	
Physical Education Requirements.....	4
Electives.....	21
Recommended elective: PHI 328	
Business Ethics.	

Total Credits 124

Marketing

The marketing major is designed to serve those students who wish to specialize in the marketing areas of a business enterprise.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II.....	15
Refer to page 39 for requirements.	
Major Requirements.....	54
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II (3)	
ACC 326 Managerial Accounting or	
ACC 331 Cost Accounting (3)	
ECO 201 Principles of	
Macroeconomics (3)	
ECO 202 Principles of	
Microeconomics (3)	
FIN 325 Principles of Finance (3)	
GBA 311 Quantitative Methods (3)	
GBA 325 Business Statistics I (3)	
GBA 331 Business Law I (3)	
GBA 498 Business Policy (3)	
MGT 301 Principles of Management (3)	
MGT 321 Communications for	
Management (3)	
MKT 301 Principles of Marketing (3)	
MKT 306 Promotion Management (3)	
MKT 354 Principles of Retailing (3)	
MKT 383 Consumer Behavior (3)	
MKT 463 International Marketing (3)	
MKT 498 Marketing Policies and	
Strategies (3)	
Physical Education Requirements.....	4
Electives.....	21
Total Credits 124	

Restaurant and Hotel Management

The restaurant and hotel management major provides students with the basics they will need to enter the fast growing hospitality industry.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements	57
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II (3)	
ACC 326 Managerial Accounting or	
ACC 331 Cost Accounting (3)	
ECO 201 Principles of	
Macroeconomics (3)	
ECO 202 Principles of	
Microeconomics (3)	
FIN 325 Principles of Finance (3)	
GBA 311 Quantitative Methods (3)	
GBA 325 Business Statistics (3)	
GBA 331 Business Law I (3)	
GBA 498 Business Policy (3)	
RHM 220 Introduction to Restaurant	
and Hotel Management (3)	
RHM 222 Food Fundamentals (3)	
RHM 320 Purchasing (3)	
RHM 330 Food Production	
Management (3)	
RHM 425 Restaurant and Hotel	
Management Internship (3)	
RHM 498 Seminar in Restaurant and	
Hotel Management (3)	
MGT 301 Principles of Management (3)	
MGT 321 Communications for	
Management (3)	
MKT 301 Principles of Marketing (3)	
Physical Education Requirements	4
Electives	18
Recommended electives include MGT	
331 Management of Human Resources,	
MGT 412 Organizational Behavior and	
Development, MKT 306 Promotion	
Management, MKT 383 Consumer Be-	
havior.	
Total Credits 124	

Sports Management

(See Physical Education.)

Technology Management

The Technology Management program is designed for students who plan careers in the technological fields of industry and the military services. A prerequisite for admission is an Associate of Science degree, an Associate of Applied Science degree, or an Associate of Arts degree with a 30 semester hour technical component, or 24 semester hours of approved technical course credit

(not including credit for military service).

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements	63
Technology Component	(24)
ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II (3)	
ACC 326 Managerial Accounting or	
ACC 331 Cost Accounting (3)	
ECO 201 Principles of	
Macroeconomics (3)	
ECO 202 Principles of	
Microeconomics (3)	
FIN 325 Principles of Finance (3)	
GBA 311 Quantitative Methods (3)	
GBA 325 Business Statistics (3)	
MGT 301 Principles of Management (3)	
MGT 321 Communications for	
Management (3)	
MGT 331 Management of Human	
Resources (3)	
MGT 412 Organizational Behavior	
and Development (3)	
MGT 498 Management Policies	
and Strategies (3)	
Physical Education Requirements	4
Electives at 300-400 level	12
Total Credits 124	

Minors

The Division of Business Administration offers the following minors:

Computer Information Systems

COM 205 Programming in	
BASIC	(3)
(Should be taken by end of the	
first semester, sophomore year.)	
Plus six additional COM	
courses	
	(18)
	21

Economics

ECO 201 Principles of	
Macroeconomics	(3)
ECO 202 Principles of	
Microeconomics	(3)
Plus 3 upper division	
economics courses	
	(9)
	15

And for students not majoring in business:

Management

MGT 301 Principles of Management (3)	
Plus 4 upper division management courses	(12)
	15

Marketing

MKT 301 Principles of Marketing (3)	
Plus 4 upper division marketing courses	(12)
	15

Open to majors in Human Resources Administration, Health Care Administration, and Technology Management.

Accounting

ACC 201 Principles of Accounting I (3)	
ACC 202 Principles of Accounting II (3)	
ACC 301 Intermediate Accounting I (3)	
ACC 302 Intermediate Accounting II (3)	
ACC 326 Managerial Accounting or	
ACC 331 Cost Accounting	(3)
	15

Open to majors in Human Resources Administration, Health Care Administration, and Technology Management.

Students majoring in business may earn a double major by fulfilling the requirements of both majors.

The Division of Education

Lucille A. Fuchs, Chairperson

The Division of Education offers courses and programs for people who want to become teachers. A number of teacher certification programs at Saint Leo College have been approved by the state of Florida; that means that the state will grant certification to a person who graduates from one of the programs.

The Teacher Education Program is intended to give the student a chance to grow not only in professional skills but also in personal commitment to the career of teaching. While the Division is ready to help its students do their very best, they should note that the standards for performance are high. Students who do not demonstrate adequate growth in professional skills or in personal commitment to teaching will be counseled out of teacher education.

Under the direction of the chairperson, the

Division of Education has three functions:

1. It directs and authorizes the development, implementation, and evaluation of the Teacher Education Program.
2. It cooperates with local schools in providing mutually beneficial classroom experiences for education students.
3. It offers its services for advancing education throughout the College and the larger community.

The Teaching Certificate. To be hired to teach, candidates must be certified by the state in which they hope to be employed. Each state has its own certification requirements, but an interstate agreement on qualifications for teachers has been arranged by some states. This means that each state which is party to the agreement will recognize graduates from programs of other member states. The following states and the District of Columbia are members of the interstate agreement:

Alabama	New Hampshire
Alaska	New Jersey
California	New York
Connecticut	North Carolina
Delaware	Ohio
Florida	Oklahoma
Hawaii	Pennsylvania
Idaho	Rhode Island
Indiana	South Dakota
Kentucky	Utah
Maine	Vermont
Maryland	Virginia
Massachusetts	Washington
Michigan	West Virginia
Nebraska	Wisconsin

To benefit from the interstate agreement a student must graduate from a state-approved teacher education program. The Florida-approved Teacher Education Program at Saint Leo College includes:

- Art Education (K-12)
- Elementary Education (1-6)
- English Education (7-12)
- History Education (7-12)
- Physical Education (6-12)
- Political Science (7-12)
- Religious Education (7-12)
- Special Education: Mental Retardation (K-12)

Entering a Teacher Education Program. There are two steps a student must take to be admitted to training.

The first step is to declare a major in one of the teacher certification disciplines listed above. This may be done when applying for admission to the College or at any time during the first or second year in residence.

The second step involves being officially accepted into the Teacher Education Program, for which there are special requirements. It is not necessary to meet these requirements until 30 semester hours of course work (the freshman year) have been completed. Transfer students who have more than 30 hours of credit do not need to meet the requirements until they have spent at least one semester in residence.

The requirements are as follows:

1. Completion of an application form for admission to the Teacher Education Program. (Forms are available at the Division office.)
2. Completion of the following courses with a minimum grade of "C" in each course: EDU 110 Practicum: Non-instructional, EDU 112 Introduction to Education, EDU 221 Human Growth and Development.
3. Achievement of a minimum cumulative SAT score of 835 or a minimum composite ACT score of 17.
4. Achievement of a minimum basic skills score (40th percentile) in English and mathematics on a test given by the Division of Education.
5. Recommendation for admission by the appropriate divisional chairperson.

If students fail to meet the requirements above by the time they are sophomores (or have spent one semester as a transfer student), two things will happen:

1. The Division will attempt to find special help or remediation for the student.
2. The student will not be allowed to enroll in other education courses until the requirements have been met. This action is taken so that students may concentrate on material they need to learn in order to meet the requirements.

If students cannot meet the requirements to enter the Teacher Education Program after several attempts, they are usually requested to change their major to a discipline not related to teaching.

Student Teaching (EDU 410). A student who wishes to be certified to teach must spend one semester as a student teacher. Student teaching is normally done during the last semester of study. Student teaching is a full-time activity and is taken only during a regular semester. Special requirements, which must be met before a student is allowed to student teach, are as follows:

1. Admission to the Teacher Education Program.
2. A cumulative grade point average of at least 2.00 and a minimum of "C" in each education course taken.
3. Successful completion of the education course sequence.
4. A negative chest X-ray or tuberculin skin test report.
5. Completion of application for student teaching by February 15 or October 15 of the semester preceding student teaching.
6. Approval of the chairperson of the Division of Education or the chairperson's designee.

A special fee is charged prior to student teaching to help defray costs of the student teaching program.

Retention Policy. From admission through completion of all teacher education requirements, the progress of each student is monitored closely through the use of "Florida's 35 Essential Teacher Competencies" and their subskills (contact the Education Division for the complete listing). The competencies and skills are identified with experiences and courses in which they can be developed and demonstrated. Faculty in the Division of Education and associated divisions continuously monitor and verify student achievement. Rate of growth is periodically assessed. Students judged to be progressing at a rate leading to probable success are retained in the Teacher Education Program. Others are counseled out.

To be recommended as having completed the state-approved Teacher Education Program, a student must complete all required education courses with a grade of "C" or higher.

Elementary Education

The program in elementary education is designed for students who plan to teach in the elementary grades (1-6).

Certification in early childhood is possible through transcript evaluation by the Florida Department of Education. Requirements may be satisfied by completing the elementary education program plus EDU 300 Theory and Research in Early Childhood and EDU 301 Early Childhood.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements in general. Specific requirements in Basic Studies I and II are ART 121, or MUS 123, and MAT 131.	
Foundation Courses	15
EDU 110 Practicum:	
Non-instructional	(2)
EDU 112 Introduction to Education	(3)
EDU 210 Practicum: Instructional	(4)
EDU 221 Human Growth and Development	(3)
SPH 221 Fundamentals of Speech	(3)
Major Requirements	57
EDU 225 Social Studies in the Elementary School	(3)
EDU 227 Mathematics in the Elementary School	(3)
EDU 304 The Exceptional Child	(3)
EDU 321 The School Program	(3)
EDU 323 Method: Theory and Practice	(3)
EDU 328 Science in the Elementary School	(3)
EDU 337 Children's Literature	(3)
EDU 332 Language Arts Development	(3)
EDU 334 Introduction to Teaching Reading in the Elementary School	(3)
EDU 335 Diagnosis and Remediation of Reading Problems	(3)
EDU 410 Student Teaching	(12)
EDU 450 Measurement and Evaluation	(3)
EDU 460 Individualized Instruction	(3)
ART 326 Art in the Elementary School	(3)
MUS 325 Music in the Elementary School	(3)
PED 305 Physical Education in the	

Elementary School	(3)
Physical Education Requirements	4
Electives	5
Total Credits	126

**Special Education:
Mental Retardation**

This unique program combines the course-by-course certification requirements for elementary education with the state-approved program in mental retardation. The graduates of the mental retardation program are trained to teach mentally handicapped individuals of any age or ability level. Florida minimum certification requirements for elementary education (1-6) by transcript review are included in the schedule of courses. The beginning teacher's competitive position in the employment market is thereby substantially improved. While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements. Specific requirements in Basic Studies I and II are: ART 121 or MUS 123 and MAT 131.	
Foundation Courses	15
EDU 110 Practicum: Non-instructional	(2)
EDU 112 Introduction to Education	(3)
EDU 210 Practicum: Instructional	(4)
EDU 221 Human Growth and Development	(3)
SPH 221 Fundamentals of Speech	(3)
Major Courses	69
EDU 225 Social Studies in the Elementary School	(3)
EDU 227 Mathematics in the Elementary School	(3)
EDU 304 The Exceptional Child	(3)
EDU 321 The School Program	(3)
EDU 323 Method: Theory and Practice	(3)
EDU 325 Introduction to Speech Disorders	(3)
EDU 328 Science in the Elementary School	(3)

EDU 332	Language Arts Development	(3)
EDU 334	Introduction to Teaching Reading in the Elementary School	(3)
EDU 335	Diagnosis and Remediation of Reading Problems	(3)
EDU 337	Children's Literature	(3)
EDU 405	Foundations of Mental Retardation	(3)
EDU 406	Curriculum and Methods for the Educable Mentally Retarded	(3)
EDU 407	Curriculum and Methods for the Trainable Mentally Retarded	(3)
EDU 408	Educating the Mentally Retarded for Modern Society	(3)
EDU 410	Student Teaching	(12)
EDU 450	Measurement and Evaluation	(3)
ART 326	Art in the Elementary School	(3)
MUS 325	Music in the Elementary School	(3)
PED 305	Physical Education in the Elementary School	(3)
Physical Education Requirements		4
Total Credits		133

Art

The student in the art education program may fulfill the certification requirements for teaching in elementary and/or secondary schools by completing the art major as well as ART 326 and 327 and the following education courses: EDU 110, 112, 210, 221, 321, 323, 336, 410, and 450. Also required is SPH 221. Application to the program should be made in the sophomore year or, in the case of transfer students, during the first semester in residence.

Physical Education

Students must complete the Basic Studies Program and fulfill the major requirements in physical education.

Required courses for a major in physical education (6-12) are PED 113, 213, 220, 224, 225, 306, 307, 308, 309, 320, 350, 425, 443. Other required courses are BIO 220, SPH 221, EDU 112, 221, 321, 323, 336, 410, 450.

Religious Education

This program is designed for those students seeking state certification to teach religion in grades 7-12. In addition to the Basic Studies and content requirements described under the Division of Religious Studies and Philosophy section of this catalog, students are required to complete EDU 110, 112, 210, 221, 321, 323, 336, 410, and 450. Also required is SPH 221.

Secondary Education

Students who plan to teach at the middle, junior, or senior high school level elect a subject major from one of the academic divisions. Subjects that lead to teacher certification are English, history, and political science.

In addition to each major requirement, the following professional education courses are required: EDU 110, 112, 210, 221, 321, 323, 336, 410, 450, and 489. Also required is SPH 221. The student must be admitted to the Teacher Education Program and complete all other professional education courses before enrolling in EDU 410 Student Teaching. Application to a program should be made in the sophomore year or, in the case of transfer students, during the first semester in residence.

Students may major in Secondary Education if they wish to prepare to teach in a field for which no major is available, but for which state-required courses are offered. Permission of division chairperson is required. All other secondary teacher candidates must major in their subject area.

Certification by Transcript Approval

Saint Leo College course offerings make it possible for a student to receive Florida Department of Education teacher certification in the following disciplines: biology education (7-12), early childhood education (K-3), social studies education (7-12), and speech (7-12).

Eligibility for certification in the above disciplines is determined by the Florida Department of Education on the basis of a course-by-course review of the student's transcript. Since this process of certification is not a part of the interstate certification agreement, some differences in state requirements may

exist for certification in states other than Florida.

Florida Laws Concerning Education Programs and Teacher Certification

Florida law requires candidates for certification to pass the Florida Teacher Certification Examination. To facilitate passing this examination and to ensure certification, all students in the Teacher Education Program must take the examination before completing their program at Saint Leo College. The examination is administered by the state on specific testing dates. The fee is to be paid by the student.

Florida law also requires that a candidate for regular certification complete the Florida Beginning Teacher Program. The particulars of this requirement may be determined by contacting the Division of Education.

The Teacher Education Program of Saint Leo College is subject to the requirements and review of various accrediting and certifying agencies. When these agencies dictate changes in rules or procedures, such requirements supersede the statements in this catalog.

The Division of Humanities

Dirk R. Budd, Chairperson

The humanities explore the enduring intellectual, aesthetic, and ethical values of our cultural heritage. Through its courses and its vigorous supporting program of performances and exhibits, the Division brings students to a knowledge of our literary and artistic tradition and helps them to develop a sense of language with a critical perception of divergent ideas. On their own, students engage in creative expression in the art forms of their choice. In sum, these experiences are intended to guide students toward a sense of self and to prepare them for a wide range of challenging careers.

The Division offers majors in art, arts management, dance, English, music theatre, and theatre.

Students who plan to teach the humanities in secondary school should complete the professional education courses prescribed by the Division of Education.

Art

The major in art is designed as preparation for graduate study, for employment in creative arts, and for teaching in elementary or secondary schools.

The policies and regulations concerning a major in art are outlined in detail in the Art Student's Handbook. Before graduation, art majors must present an exhibit demonstrating their ability to create in various medias.

Students seeking teacher certification are required to take ART 326 or 327 and professional courses in education prescribed by the Division of Education.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II.....	12
Refer to page 39 for requirements.	
(Include ART 122.)	
Foundation Courses.....	6
ART 121 Visual Fundamentals I *	(3)
ART 122 Visual Fundamentals II**	(3)
ART 221 Drawing	(3)
ART 223 Beginning Painting	(3)
Major Requirements.....	22-30
ART 321 Studio I	(2-6)
ART 322 History of Art I **	(3)
ART 323 History of Art II**	(3)
ART 421 Studio II	(2-6)
HUM 499 Senior Seminar	(3)
Three other upper-division	
(300-400) art courses	(9)
Physical Education Requirements.....	4
Electives.....	39-47
Total Credits	124

*May be applied to Basic Studies I
**May be applied to Basic Studies II

Arts Management

The major in arts management is designed as preparation for administrative positions in art galleries, museums, community and professional theatres, concert halls, and other similar organizations. An arts management internship is optional.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II.....	15
Refer to page 39 for requirements.	
Foundation Courses.....	18
ACC 201 Principles of Accounting I	(3)
ACC 202 Principles of Accounting II	(3)

MGT 301	Principles of Management	(3)
ECO 202	Principles of Microeconomics	(3)
Two courses from the following:		(6)
ART 322	History of Art I **	
ART 323	History of Art II**	
THE 231	History of Theatre I **	
THE 232	History of Theatre II**	
MUS 321	Music History I **	
MUS 322	Music History II**	
ECO 201	Principles of Macroeconomics	
Major Requirements.....		39
HUM 228	Survey of Arts Management	(3)
ENG 324	Reviewing and Critical Writing	(3)
ENG 328	Biography and Autobiography	(3)
HUM 320	Arts Management	(3)
HUM 499	Senior Seminar	(3)
FIN 325	Principles of Finance	(3)
GBA 331	Business Law I	(3)
GBA 498	Business Policy	(3)
MGT 311	Organizational Behavior	(3)
MKT 301	Principles of Marketing	(3)
Nine additional credit hours from a major offered by the Humanities Division		(9)
Optional Arts Management Internship		1-15
(Amount of credit to be determined by the divisional chairperson; may not replace any required course.)		
Physical Education Requirements.....		4
Electives		3-18
Total Credits		124
**May be applied to Basic Studies II		

Dance

The dance major is designed as preparation for graduate study or for employment in teaching, performing, and choreography. The curriculum is based on the study of dance as an art form and provides a strong foundation emphasizing both technique and theory.

Dance majors are required to take a daily technique class and must demonstrate proficiency at each level in order to progress to the next. Dance majors must participate in the dance concert each semester in residence.

Program Components		Semester Hours
Basic Studies I.....		30
Refer to page 38 for requirements. (Include DAN 125 or 127, BIO 121, and PSY 121 or 122.)		
Basic Studies II		15
Refer to page 39 for requirements. (Include BIO 220 and MUS 123).		
Foundation Courses.....		12
DAN 225	Intermediate Modern Dance I	(3)
DAN 226	Intermediate Modern Dance II	(3)
DAN 227	Intermediate Ballet I	(3)
DAN 228	Intermediate Ballet II	(3)
Major Requirements.....		33
DAN 321	Dance History: Ballet**	(3)
DAN 322	Dance History: Modern**	(3)
DAN 421	Dance Composition I	(3)
DAN 422	Dance Composition II	(3)
DAN 325	Advanced Intermediate or 326 Modern Dance I or II	(3)
DAN 327	Advanced Intermediate or 328 Ballet I or II	(3)
DAN 425	Advanced Modern Dance or 426 I or II	(3)
DAN 427	Advanced Ballet I or II or 428	(3)
Six credit hours from the following:		(6)
DAN 229	Intermediate Modern Jazz Dance	
DAN 233	Creative Movement for Children	
DAN 323	Labanotation	
DAN 331	Dance Pedagogy	
DAN 400	Special Topics	
HUM 499	Senior Seminar	(3)
Physical Education Requirements.....		4
(Any studio dance course not taken for Basic Studies may substitute for a physical education activities course.)		
Electives		30
Total Credits		124
**May be applied to Basic Studies II		

English

The study of English language and literature provides students with the basic communications skills necessary for successful completion of their college program. In composition students learn to read intelligently and to think and write effectively. In literature they study the uses of language as art.

The English major is designed as preparation for graduate study and teaching. It also serves as excellent background for careers in advertising, publishing, public relations, and free-lance writing and is preparation for the study of law and library science. Students may elect either (1) the literature track, designed primarily as preparation for graduate study; (2) the writing track, which emphasizes specialized writing applicable to the professions cited above; or (3) the teaching track, which leads to secondary school certification.

Literature Track

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Foundation Courses	12
ENG 221 Survey of English Literature I *	(3)
ENG 222 Survey of English Literature II*	(3)
ENG 223 Survey of American Literature I *	(3)
ENG 224 Survey of American Literature II*	(3)
Major Requirements	27
ENG 321 The English Novel ** or	
ENG 433 Modern British and American Writers	(3)
ENG 323 History and Structure of the English Language	(3)
ENG 331 Modern American Drama ** or	
ENG 332 Modern British and European Drama	(3)
ENG 328 Biography and Autobiography or	
ENG 435 Literary Criticism	(3)
ENG 422 Shakespeare	(3)
ENG 427 Restoration and Eighteenth-Century English Literature or	
ENG 431 Nineteenth Century English Literature or	
ENG 436 Chaucer, Milton, and Donne	(3)
HUM 499 Senior Seminar	(3)
Two other upper-level English courses	(6)
Physical Education Requirements	4
Electives	36

Total Credits 124

*May be applied to Basic Studies I
**May be applied to Basic Studies II

Writing Track

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Foundation Courses	12
ENG 221 Survey of English Literature I *	(3)
ENG 222 Survey of English Literature II*	(3)
ENG 223 Survey of American Literature I *	(3)
ENG 224 Survey of American Literature II*	(3)
Major requirements	27
ENG 323 History and Structure of the English Language	(3)
HUM 499 Senior Seminar	(3)
Four courses from the following:	(12)
ENG 201 Expository Writing	
ENG 227 Basic Journalistic Writing	
ENG 324 Reviewing and Critical Writing	
ENG 326 Playwriting	
ENG 328 Biography and Autobiography	
ENG 334 Writing the Short Story	
ENG 335 Verse Writing	
ENG 430 Independent Writing	
Three other upper-level English courses	(9)
Physical Education Requirements	4
Electives	36
Total Credits 124	

*May be applied to Basic Studies I

Teaching Track

English majors in the teaching track may also become certified to teach speech upon completion of the following additional courses: SPH 223, 331, and THE 121.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Foundation Courses	12
ENG 221 Survey of English	

	Literature I*	(3)
ENG 222	Survey of English Literature II*	(3)
ENG 223	Survey of American Literature I*	(3)
ENG 224	Survey of American Literature II*	(3)
Major Requirements.....		24
ENG 201	Expository Writing	(3)
ENG 323	History and Structure of the English Language	(3)
ENG 422	Shakespeare	(3)
ENG 433	Modern British and American Writers	(3)
HUM 499	Senior Seminar	(3)
Two other upper-level English courses		(6)
Professional Education Courses		37
Physical Education Requirements.....		4
Electives		2
Total Credits		124

*May be applied to Basic Studies I

Music Theatre

A major in music theatre is designed as preparation for performance in musical comedy theatre, for employment in the creative arts, and as preparation for graduate study.

The curriculum provides performance and training in acting, directing, vocal music, and dance. The performance and technique training are based on solid theoretical foundations. Once the major requirements have been completed, students are guided to specialize according to individual interests.

Admission to the program is limited to students selected through audition. Students are expected to participate fully in the production program.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Foundation Courses	14
MUS 103 Theory Drill I	(1)
MUS 104 Theory Drill II	(1)
MUS 121 Music Theory I	(3)
MUS 122 Music Theory II	(3)
THE 223 Acting I	(3)
DAN 131 Introduction to Tap Dance	(3)
Major Requirements	28
MUS 120, 220, 320, 420 Private Voice	(4)
MUS 438 Music Theatre Literature	(3)

THE 224	Acting II	(3)
THE 242	Stage Make-up	(1)
THE 243	Voice for the Stage	(1)
THE 244	Stage Movement	(1)
THE 321	Directing I	(3)
THE 324	Styles of Acting	(3)
THE 336	The Broadway Musical	(3)
DAN 230	Intermediate Tap	(3)
HUM 499	Senior Seminar	(3)
Physical Education Requirements.....		4
(Any studio dance course may substitute for a physical education activities course.)		
Electives		33
Suggested electives: DAN 125, 126, 127, 128, 129, 130, 323, 421; MUS 111, 112; THE 123, 241, 322, 334, 431.)		
Total Credits		124

Theatre

The theatre major is designed as preparation for graduate study, for employment as a teacher or theatre practitioner, or as the core of a liberal arts education. The curriculum provides a strong foundation in the history, literature, skills, and techniques of theatre.

Because work on productions is a co-curricular activity and an integral feature of the study of theatre, students majoring in theatre must register for College Theatre (THE 110) each semester in residence.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Foundation Courses	12
THE 123 Stagecraft	(3)
THE 223 Acting I	(3)
THE 327 History of Theatre I **	(3)
THE 328 History of Theatre II**	(3)
Major Requirements	28
Two courses selected from the following:	
THE 321 Directing I	(6)
THE 326 Playwriting	
THE 331 Scene Design	
THE 332 Lighting Design	
Two courses selected from the following	
ENG 331 Modern American Drama**	(6)
ENG 332 Modern British & European Drama	

ENG 422	Shakespeare	
THE 335	Theatre Management	(3)
HUM 499	Senior Seminar:	
	Humanities	(3)
	Theatre/Dance Electives	(10)
	Physical Education Requirements	4
	Electives	35

Total Credits 124

**May be applied to Basic Studies II

Speech

No major in speech is offered. English majors in the teaching track, however, may become certified to teach speech as well as English by completing the following courses: SPH 223, 331, and THE 121.

Spanish

No major in Spanish is presently offered. If there is enough demand, however, sufficient credits can be accumulated to allow secondary teacher certification in Spanish provided that the candidate has otherwise qualified for secondary teacher certification in English, history, or political science. Alternatively, the major in Secondary Education may lead to secondary teacher certification in Spanish. Nine hours beyond the minor of 15 hours are required.

Minors

Dance

DAN 110	Dance Company	(1)
DAN 111	Dance Ensemble	(1)
(Student required to take two credits from the above)		2
DAN 125,		
126	Introduction to Modern Dance I & II	
DAN 127,		
128	Introduction to Ballet I & II	
(Student required to take six credits from these four courses)		6
DAN 225,		
226	Intermediate Modern Dance I & II	(3 each)
DAN 227,		
228	Intermediate Ballet I & II	
(Student required to take six credits from these four courses)		6
DAN 321	Dance History: Ballet	(3)
DAN 322	Dance History: Modern Dance	3

DAN 421	Dance Composition I	3
		20

English

ENG 221	Survey of English Literature I	3
ENG 222	Survey of English Literature II	3
ENG 223	Survey of American Literature I	3
ENG 224	Survey of American Literature II	3

Electives

Three upper-level English courses	9
	21

Music

MUS 112	The Broadway Chorus and/or	
MUS 118	Stage Band	2
MUS 120-420	Private Instruction	4
MUS 121	Music Theory I	3
MUS 122	Music Theory II	3
MUS 123	Introduction to Music	3
MUS 321	Music History I	3
MUS 322	Music History II	3
		21

Spanish

SPA 311	Spanish, Level 3-A	3
Electives		
Any four other Spanish courses		12
		15

Theatre

THE 121	Introduction to Theatre and Drama	3
THE 123	Stagecraft	3
THE 327	History of Theatre I	3
THE 328	History of Theatre II	3
ENG 422	Shakespeare	3
Electives		
Six credits in theatre		6
		21

The Division of Natural Science and Mathematics

Robert H. Peterson, Chairperson

The Division of Natural Science and Mathematics deals with the nature of the universe and the methods employed to discover the laws underlying observed phenomena.

Majors in biology and medical technology are offered by the Division. Students who plan to teach biology in the secondary schools should complete the professional

courses in education prescribed by the Division of Education in addition to all the courses required in the major. Courses required for teacher certification are EDU 110, 112, 210, 221, 321, 323, 336, 410, 450, 489, and SPH 221.

Minors are available in biology and chemistry.

Preprofessional Program

Students intending to pursue careers in medicine, dentistry, and veterinary science are encouraged to obtain the bachelor's degree with a major in biology and a minor in chemistry. Students with an interest in optometry, pharmacy, or other preprofessional medical programs should consult the divisional chairperson.

Medical Technology (Bachelor of Science)

A student majoring in medical technology will spend three academic years at Saint Leo College, with the fourth year being spent at an affiliated hospital. During the first three years the student must complete 96 semester hours. In the third year, the student should apply for admission to the clinical program at an affiliated hospital. The student will be registered at Saint Leo College during this period and will receive an additional 30 semester hours of credit.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements. (Include BIO 123, MAT 161)	
Basic Studies II.....	15
Refer to page 39 for requirements. (Include MAT 231)	
Foundation Courses.....	28
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
CHE 321 Quantitative Chemical Analysis	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
Major Requirements.....	19
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 422 Immunology	(3)
BIO 425 Microbiology	(4)
One other upper-division (300-400 level) course in biology	(4)

Physical Education Requirements.....	4
Clinical Program.....	30

The clinical program is taken during the senior year at an affiliated hospital.

MED 410 Microbiology	(6)
MED 411 Parasitology	(2)
MED 412 Urinalysis	(2)
MED 413 Orientation	(1)
MED 420 Hematology	(5)
MED 421 Blood Banking	(3)
MED 422 Serology	(2)
MED 430 Chemistry, Clinical	(7)
MED 433 Isotopes/Nuclear	(2)

Total Credits 126

Biology

A major in biology is designed as preparation for graduate study, for teaching in secondary school, and for professional schools of medicine, dentistry, and veterinary science.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for requirements. (Include BIO 123)	
Basic Studies II.....	15
Refer to page 39 for requirements. (Include MAT 161)	
Foundation Courses.....	35
BIO 123 General Biology*	(4)
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
MAT 161 Precalculus**	(3)
MAT 231 Calculus and Analytic Geometry I	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
Major Requirements.....	32
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 313 Botany	(4)
BIO 321 Vertebrate Embryology	(4)
BIO 324 Cell Physiology	(4)
BIO 421 Genetics	(4)
Two other upper-division (300-400 level) courses in biology.	(8)
Physical Education Requirements.....	4
Electives.....	8
(CHE 321 is strongly recommended.)	
Total Credits	124

*May be applied to Basic Studies I

**May be applied to Basic Studies II

**Chemistry, Mathematics,
or Physics**

No majors are presently offered in chemistry, mathematics, or physics. However, sufficient courses are available to satisfy the related course requirements of other programs.

Minors

A minor in biology consists of 20 hours in the following courses:

- BIO 123 General Biology
- BIO 311 Invertebrate Zoology
- BIO 312 Vertebrate Zoology
- BIO 313 Botany
- One other 300-400 level biology course

A minor in chemistry consists of 20 hours in the following courses:

- CHE 123 General Chemistry I
- CHE 124 General Chemistry II
- CHE 311 Organic Chemistry I
- CHE 312 Organic Chemistry II
- CHE 321 Quantitative Chemical Analysis

**The Division of
Physical Education**

Norman D. Kaye, Chairperson

The Division of Physical Education offers a broad major with three specialized tracks that prepare students for careers in teaching, sports management, recreation, and other leisure programs. In addition, each track provides a strong foundation for graduate study.

Because course offerings are the same for men and women, all students receive a comprehensive understanding of the physical education needs of males and females.

General Track

In any course involving more than one subject (i.e., PED 323 Coaching Golf and Tennis or PED 307 Swimming/Golf) the student must pass *each subject* to pass the course.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for general requirements.	
Specific requirement is BIO 121.	

Basic Studies II	16
Refer to page 39 for general requirements.	
Specific requirement is BIO 220.	
Foundation courses	16
PED 115 Introduction to Recreation	(1)
PED 215 Practicum in Recreation and Leisure	(3)
PED 220 Motor Development	(3)
PED 224 CPR-Basic Life Support	(1)
PED 225 First Aid and Personal Safety	(3)
SPH 221 Fundamentals of Speech	(3)
Major Requirements	36

Core I (15)

PED 320 Theory and Practice of Coaching	(3)
PED 350 Adaptive Physical Education	(3)
PED 420 Kinesiology	(3)
PED 425 Physiology of Exercise	(3)
PED 445 Organization and Administration of Recreation and Leisure	(3)

Core II (21)

Students are required to complete an additional seven major courses from the Division of Physical Education.

Basic Physical Education Requirements	4
General Electives	22
Total Credits 124	

Sports Management Track

Juniors and seniors in sports management are required to perform a minimum of 60 hours of volunteer internship each year (on-campus only). Exceptions must be approved in advance by the chairperson.

In any course involving more than one subject (i.e., PED 323 Teaching Golf and Tennis or PED 307 Swimming/Golf) the student must pass each subject to pass the course.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for general requirements.	
Specific requirements for Basic Studies I are BIO 121, DAN 125, PSY 121, SOC 121.	
Basic Studies II.....	16
Refer to page 39 for general requirements.	
Specified requirement for Basic Studies II is BIO 220.	
Foundation Courses.....	16
PED 114 Introduction to Sports Management	(3)
PED 214 Practicum: Sports Management	(3)
PED 220 Motor Development	(3)
PED 224 CPR-Basic Life Support	(1)
PED 225 First Aid and Personal Safety	(3)
SPH 221 Fundamentals of Speech	(3)
Major Requirements.....	57
Core I (15)	
PED 320 Theory and Practice of Coaching	(3)
PED 350 Adaptive Physical Education	(3)
PED 420 Kinesiology	(3)
PED 425 Physiology of Exercise	(3)
PED 444 Organization and Administration of Sports Management	(3)
Core II (21)	
PED 321 Sociology of Sports	(3)
PED 414 Internship—Sports Management	(6)
PED 434 Seminar in Sports Management	(3)
Three major courses from the Division of Physical Education	(9)
Business Core (21)	
ACC 201 Accounting I	(3)
GBA 331 Business Law I	(3)
MGT 301 Principles of Management	(3)
MKT 301 Principles of Marketing	(3)
MGT 321 Communication for Management	(3)
MGT 331 Management of Human Resources	(3)
COM 205 Programming in BASIC	(3)
Basic Physical Education Requirements	4
Elective	1
Total Credits	124

Teaching Track

Students entering the teaching track will complete the new program for Florida certification for grades 6–12. Course-by-course addition of the requirements for K–8 certification will be available on a limited basis.

In any course involving more than one subject (i.e., PED 323 Coaching Golf and Tennis or PED 303 Swimming/Golf) the student must pass each subject to pass the course.

In order to be recommended as having completed the state-approved teacher education program in physical education, a student must complete all required major courses with a grade of “C” or higher.

Program Components	Semester Hours
Basic Studies I.....	30
Refer to page 38 for general requirements.	
Specific requirement in Basic Studies I is BIO 121.	
Basic Studies II.....	16
Refer to page 39 for general requirements.	
Specific requirement in Basic Studies II is BIO 220.	
Foundation Courses.....	16
PED 113 Introduction to Physical Education	(3)
PED 213 Practicum: Physical Education	(3)
PED 220 Motor Development	(3)
PED 224 CPR-Basic Life Support	(1)
PED 225 First Aid and Personal Safety	(3)
SPH 221 Fundamentals of Speech	(3)
Major Requirements.....	57
PED 320 Theory and Practice of Coaching	(3)
PED 350 Adaptive Physical Education	(3)
PED 420 Kinesiology	(3)
PED 425 Physiology of Exercise	(3)
PED 443 Organization and Administration of Physical Education	(3)
Core II (12)	
PED 306 Instructional Design and Content of Racquet Sports/Track and Field	(3)
PED 307 Instructional Design and Content of Swimming/Golf	(3)
PED 308 Instructional Design and	

	Content of Personal Fitness/Weight Training	(3)
PED 309	Instructional Design and Content of Team Sports and Activities	(3)

Education Core (30)

EDU 112	Introduction to Education	(3)
EDU 221	Human Growth and Development	(3)
EDU 321	School Program	(3)
EDU 323	Method: Theory and Practice	(3)
EDU 336	Reading in Middle and Secondary Schools	(3)
EDU 410	Student Teaching	(12)
EDU 450	Measurement and Evaluation	(3)
Basic Physical Education Requirements.....		4
Elective		1
Total Credits		124

The Division of Religious Studies and Philosophy

Tyson Anderson, Chairperson

Religious studies and philosophy serve a vital role in the educational program at Saint Leo College. Four courses (12 hours) in the Division are required for graduation: two in religious studies, one in philosophy, and one in either religious studies or philosophy. The offerings seek to cultivate growth in the ability of people to wonder, understand, and make personal religious, moral, and social judgments. The Division intends to assist people in forming an integral world view that blends the findings of modern philosophy, history, and science with Christian doctrine and morality. The Division is particularly concerned to offer opportunities to investigate deeply the Judeo-Christian scriptures and the Roman Catholic theological tradition, and to benefit from the Benedictine way of life and its commitment to prayer, liturgy, communal life, and social awareness. Because of its Roman Catholic and Benedictine inspiration, the Division is ecumenical in outlook and tries to promote interreligious understanding and dialogue.

The Division offers majors in religious studies and religious education, and minors in religious studies and philosophy.

Religious Studies

The major in religious studies requires 30 hours and is intended as preparation for graduate study in religion and ministry and for personal enrichment. Students majoring in religious studies should consider a second major in another field, such as English or social studies.

The minor in religious studies requires 18 hours in religious studies, nine of which must be in upper division courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools. Subjects that lead to teacher certification are biology, English, history, political science, and social studies. Students may combine a major in any of these subjects with the minor in religious studies, but English and social studies are particularly suitable. (In Florida, students with a minor in religious studies become eligible for certification in "Bible.")

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements. (Include REL 124.)	
Basic Studies II	15
Refer to page 39 for requirements. (Include REL 125.)	
Major Requirements	30
REL 124 Introduction to the Old Testament	(3)
REL 125 Introduction to New Testament	(3)
REL 333 Survey of Christian Theology I	(3)
REL 334 Survey of Christian Theology II	(3)
REL 324 Studies in Christian Thought or	
REL 433 The Second Vatican Council	(3)
Five other courses in Religious Studies	(15)
Physical Education Requirements	4
Electives	45
Total Credits 124	

Religious Education

The major in religious education requires 72 hours and is designed as preparation for teaching religion on the secondary level as well as for working as a coordinator of CCD programs and as a director of religious education. This program meets the state of Florida's certification requirements in "Bible".

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements. (Include REL 124.)	
Basic Studies II	15
Refer to page 39 for requirements. (Include REL 125.)	
Foundation Courses	15
EDU 110 Practicum:	
Non-instructional	(2)
EDU 112 Introduction to Education	(3)
EDU 210 Practicum: Instructional	(4)
EDU 221 Human Growth and Development	(3)
SPH 221 Fundamentals of Speech	(3)
Professional Education Courses	27
EDU 336 Reading in Middle and Secondary Schools	(3)
EDU 321* The School Program	(3)
EDU 323* Method: Theory and Practice	(3)
EDU 410* Student Teaching	(12)
EDU 450 Measurement and Evaluation	(3)
EDU 489 Special Methods, Secondary	(3)
*These are taken as a group during one semester.	
Major Requirements	30
REL 124 Introduction to Old Testament	(3)
REL 125 Introduction to New Testament	(3)
REL 333 Survey of Christian Theology I	(3)
REL 334 Survey of Christian Theology II	(3)
REL 324 Studies in Christian Thought or	
REL 433 The Second Vatican Council	(3)
REL 489 Methods and Materials in Secondary Religious Education	(3)

Four other courses in Religious Studies	(12)
Physical Education Requirements	4
Electives	3
Total Credits	124

Philosophy

The minor in philosophy requires 18 hours, nine of which must be in upper-division courses. The minor, in addition to providing personal enrichment, is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students majoring in political science and pre-law.

The Division of Social Science

James J. Horgan, Chairperson

The Division of Social Science provides the opportunity to assess a multiplicity of social problems, issues, and decisions from different points of view. Courses allow students to discover meaning for themselves as persons functioning with others in groups in the larger society and in the modern world.

Majors in history, international studies, political science, public administration, pre-law, psychology, social work, sociology, and criminology are offered by the Division. Also offered is a bachelor of arts major in human services and, in conjunction with the Division of Business Administration, a bachelor of arts major in human resources administration, and a bachelor of science major in health care administration.

Minors are available in the Division's four central disciplines: history, political science, psychology, and sociology. No more than two courses required in a major may be applied to a separate minor.

The Florida Department of Education has granted program approval to students who major in history or political science and complete the required courses in education. Such students are eligible to teach in Florida and 29 other states that recognize this certification. Students who plan to teach in the secondary schools should complete the professional courses in education prescribed by the Division of Education in addition to all the courses required in their major. That

program currently consists of 42 hours in the following courses: EDU 110, 112, 210, 221, 321, 323, 336, 410, 450, and 489. SPH 221 is also required. In order to be recommended as having completed the state-approved teacher education program a student must complete all required professional courses with a grade of "C" or higher.

The social work program is fully accredited by the Council on Social Work Education. Graduates receive the BSW degree.

Criminology

A 45-hour major in criminology is designed to prepare students for careers in law enforcement, judicial administration, private security, parole and probation, and corrections as well as graduate study in criminology or criminal justice.

SOC 425 is a supervised field placement giving students an opportunity to work in local criminal justice-related agencies. To participate in this program students must have senior standing in criminology, all major requirements completed, a 2.00 GPA or higher, and approval of both the Criminology Field Placement Committee and the hosting agency.

The following electives are recommended as relevant to criminology majors: COM 201; MGT 321, 331; POL 326, 327; PSY 327; SWK 121; SOC 425.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements	45
SOC 121 Introduction to Sociology*	(3)
SOC 222 Social Problems**	(3)
SOC 322 Race and Ethnicity in American Culture	(3)
SOC 324 Marriage and Family, or	
SOC 424 Family Analysis	(3)
SOC 326 Criminology	(3)
SOC 336 American Criminal Justice System	(3)
SOC 421 Juvenile Delinquency	(3)
SOC 430 Penology	(3)
SWK 319 Human Behavior in Stress and Crisis	(3)
POL 123 The Law and Society	(3)
POL 224 American State and Local Government	(3)
POL 325 Public Administration	(3)

PSC 321 Criminal Law I	(3)
PSY 121 Introduction to Psychology, or	
PSY 122 Psychology of Adjustment	(3)
One other upper-division (300-400 level) course in sociology, social work, or police science	(3)
Physical Education Requirements	4
Electives	30
Total Credits	124

*May be applied to Basic Studies I
**May be applied to Basic Studies II

Geography

No major in geography is offered. The courses are designed especially for prospective elementary and secondary school teachers, as well as for students desiring a general background in the subject.

Health Care Administration

A 36-hour major in health care administration is designed for students who plan careers in this field. Students must have an R.N. certificate, an associate's degree in a health care program, or substantial experience in the health care field.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for general requirements.	
Basic Studies II	15
Refer to page 39 for general requirements.	
Major Requirements	36
MGT 301 Principles of Management	(3)
MGT 331 Management of Human Resources	(3)
MGT 412 Organizational Behavior and Development	(3)
PHI 324 Medical Ethics**	(3)
PSY 223 Statistics for the Social Sciences	(3)
SWK 423 Social Welfare Policy I	(3)
GBA 321 Seminar in Managerial Accounting and Finance	(3)
HCA 301 Principles of Health Care Administration	(3)
HCA 499 Senior Seminar in Health Care Administration	(3)
Three courses from the following:	(9)
MGT 441 Labor Relations	
MGT 301 Principles of Marketing	
POL 325 Public Administration	

PSY 318	The Life Cycle	
PSY 319	Human Behavior in Stress and Crisis	
PSY 327	Abnormal Psychology	
PSY 427	Personality Theory	
PSY 428	Counseling Principles and Practices	
REL 424	Death and the Meaning of Life**	
SOC 320	Methods of Social Research	
SOC 424	Family Analysis	
SWK 400	Special Topics in Social Work	
SWK 424	Social Welfare Policy II	
Physical Education Requirements.....		4
Electives		39
Total Credits		124
**May be applied to Basic Studies II		

History

A 36-hour major in history is designed as preparation for graduate study in history, for teaching in secondary schools, as part of a pre-law program, or as part of a general liberal education.

The Florida Department of Education has granted program approval to students who major in history and also complete 42 hours of required courses in education. SPH 221 is also required. Students are to contact the chairperson of the Division of Education for more detailed information and assignment to an education advisor, who works in concert with the student's history advisor.

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with a stronger qualification for a teaching position. In addition to completing the 36 hours in history and the 45 hours in education and speech, students need to take 18 additional hours: six hours in political science, including POL 223; three hours in economics; six hours in geography; and three hours in sociology.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements.....	36
HTY 121 United States History to 1865*	(3)
HTY 122 United States History Since 1865	(3)

HTY 123	Western Civilization to 1500**	(3)
HTY 124	Western Civilization Since 1500	(3)
HTY 329	Readings in History	(3)
HTY 427	History of Ideas	(3)
HTY 499	Senior Seminar in History	(3)
Five other upper-division (300-400 level) courses in history		(15)
Physical Education Requirements.....		4
Electives		39
Total Credits		124

*May be applied to Basic Studies I
**May be applied to Basic Studies II

Minor

A minor in history consists of 18 hours in the following courses;		
HTY 121 United States History to 1865, or		
HTY 122 United States History Since 1865	(3)	
HTY 123 Western Civilization to 1500, or		
HTY 124 Western Civilization Since 1500	(3)	
Four other electives in history, at least two of which must be upper-division (300-400 level)		(12)

Human Resources Administration

(See Division of Business Administration for major requirements.)

Human Services

A 36-hour major in human services is designed for community college graduates who plan careers in human service agencies. Students must have an A.S. or an A.A.S. in human services to be eligible for this major.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for general requirements.	
Basic Studies II	15
Refer to page 39 for general requirements.	
Major Requirements.....	36
PSY 223 Statistics for the Social Sciences	(3)
PSY 327 Abnormal Psychology	(3)
PSY 427 Personality Theory	(3)
SOC 323 Sociological Theory	(3)

SOC 424	Family Analysis	(3)
SWK 319	Human Behavior in Stress and Crisis	(3)
SWK 340	Small Group Processes	(3)
SWK 428	Counseling Principles and Practices	(3)
Four courses from the following:		(12)
PHI 324	Medical Ethics**	
REL 424	Death and the Meaning of Life**	
PSY 318	The Life Cycle	
PSY 321	Psychological Tests and Measurements	
PSY 322	Physiological Psychology	
PSY 431	Psychopathology of Children and Adolescents	
SOC 322	Race and Ethnicity in American Culture	
SOC 324	Marriage and the Family	
SOC 326	Criminology	
SOC 327	Cultural Anthropology	
SOC 331	Social Change	
SOC 335	Women in American Society	
SOC 421	Juvenile Delinquency	
SWK 423	Social Welfare Policy I	
SWK 400	Special Topics (Gerontology)	

Physical Education Requirements.....	4
Electives	39
Total Credits	124

**May be applied to Basic Studies II

International Studies

A 36-hour major in international studies is designed to provide a foundation for graduate study in various international fields, as preparation for an international business, diplomatic, or military career, or as part of a general liberal education. Students are strongly encouraged to complete at least two semesters of a foreign language and consider the option to study overseas for a semester or full year.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for general requirements.	
Basic Studies II	15
Refer to page 39 for general requirements.	
Major Requirements	36
HTY 124 Western Civilization II*	(3)

HTY 325	Modern Russia	(3)
HTY 425	United States Diplomatic History	(3)
HTY 499	Senior Seminar in History	(3)
POL 323	Comparative Politics	(3)
POL 423	International Relations	(3)
POL 424	International Political Economy	(3)
Five courses from the following:		(15)
HTY 225	Far Eastern Civilization**	
HTY 227	Latin America and the Caribbean**	
HTY 233	The Modern Middle East**	
HTY 300	Palestine and Israel	
HTY 330	War and Peace	
HTY 337	Legacies of the British Empire	
HTY 422	Europe in the Twentieth Century	
HUM 300	International Studies Seminar in Humanities	
POL 324	Politics of Developing Nations	
POL 421	Political Geography	
SOC 327	Cultural Anthropology	
REL 223	Religions of the World I: Western Religions or	
REL 224	Religions of the World II: Eastern Religions	

Physical Education Requirements.....	4
Electives	39
Total Credits	124

*May be applied to Basic Studies I
**May be applied to Basic Studies II

Political Science

A 36-hour major in political science is designed as preparation for graduate or legal study, for teaching in secondary schools, for a career in politics or public service, or as part of a general liberal education. The Florida Department of Education has granted program approval to students who major in political science and also complete 42 hours of required courses in education. SPH 221 is also required. Students are to contact the chairperson of the Division of Education for more detailed information and assignment to an education advisor, who works in concert with the student's political science advisor. Prospective teachers are also encourage to qualify for certification in social studies so as to provide themselves with stronger qualifications for a teaching position. In ad-

dition to completing the 36 hours in political science and the 45 hours in education, and speech, students need to take 24 additional hours: HTY 121, HTY 122, and six other hours in non-U.S. History, three hours in economics, six hours in geography, and three hours in sociology.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements	36
POL 121 Introduction to Politics**	(3)
POL 233 American Federal Government	(3)
POL 224 American State and Local Government	(3)
POL 311 Political Theory I	(3)
POL 312 Political Theory II	(3)
POL 323 Comparative Politics	(3)
POL 499 Senior Seminar in Political Science	(3)
Five other upper-division (300-400 level) courses in political science	(15)
Physical Education Requirements	4
Electives	39
Total Credits	124

**May be applied to Basic Studies II

Minor

A minor in political science consists of 18 hours in the following courses:

POL 121 Introduction to Politics	(3)
POL 223 American Federal Government	(3)
POL 323 Comparative Politics	(3)

Three additional electives in political science, at least two of which must be upper-level (9)

Public Administration

A 36-hour major in public administration is designed as preparation for graduate study in public administration or for a career in public service.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements	36

POL 121 Introduction to Politics**	(3)
POL 223 American Federal Government	(3)
POL 224 American State and Local Government	(3)
POL 325 Public Administration	(3)
POL 499 Senior Seminar in Political Science	(3)
ACC 201 Principles of Accounting I	(3)
ECO 201 Principles of Macroeconomics	(3)
PSY 223 Statistics for the Social Sciences	(3)
MGT 301 Principles of Management	(3)
Three courses from the following:	(9)
ACC 202 Principles of Accounting II	
ECO 423 Public Finance and Taxation	
MGT 412 Organizational Behavior and Development	
POL 320 Methods of Social Research	
POL 326 United States Constitutional Law I	
POL 327 United States Constitutional Law II	
POL 329 Readings in Political Science	
POL 400 Special Topics	
POL 422 Congress, the Presidency, and the Party System	
PSY 319 Human Behavior in Stress and Crisis	
PSY 427 Personality Theory	
SOC 322 Race and Ethnicity in American Culture	
SOC 323 Sociological Theory	
SOC 331 Social Change	
SOC 335 Women in American Society	
SOC 336 American Criminal Justice System	
SWK 423 Social Welfare Policy I	
SWK 424 Social Welfare Policy II	
Physical Education Requirements	4
Electives	39
Total Credits	124

**May be applied to Basic Studies II

Pre-Law

A 45-hour major in pre-law is designed for students who plan to enter law school.

Program Components	Semester Hours
Basic Studies I	30

Refer to page 38 for requirements.

Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements	45
HTY 121 United States History to 1865*	(3)
HTY 122 United States History Since 1865**	(3)
SPH 221 Fundamentals of Speech	(3)
ECO 201 Principles of Macroeconomics	(3)
ECO 202 Principles of Microeconomics	(3)
PHI 223 Logic**	(3)
POL 121 Introduction to Politics	(3)
POL 123 The Law and Society	(3)
POL 223 American Federal Government	(3)
POL 224 American State and Local Government	(3)
POL 326 United States Constitutional Law I, or	
POL 327 United States Constitutional Law II	(3)
POL 425 Pre-Law Seminar	(3)
Three other upper-division (300-400 level) courses in history or political science	(9)
Physical Education Requirements	4
Electives	30
Total Credits 124	

*May be applied to Basic Studies I
**May be applied to Basic Studies II

Psychology

A 36- or 37-hour major in psychology is designed as preparation for entry-level positions in mental health and human services settings, as well as for psychology-oriented positions in personnel or sales, for graduate study in psychology and related fields, or as part of a liberal education.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements	36-37
PSY 121 Introduction to Psychology*	(3)
PSY 223 Statistics for the Social Sciences	(3)
PSY 228 Social Psychology**	(3)
PSY 324 Experimental Psychology	(3 or 4)

PSY 327 Abnormal Psychology	(3)
PSY 422 Psychology of Learning, or	
PSY 432 Psychology of Motivation	(3)
PSY 499 Senior Seminar in Psychology	(3)
Five other upper-division (300-400 level) courses in psychology	(15)
Physical Education Requirements	4
Electives	38-39
Total Credits 124	

*May be applied to Basic Studies I
**May be applied to Basic Studies II

Minor

A minor in psychology consists of 18 hours in the following courses:

PSY 121 Introduction to Psychology	(3)
Five additional electives in psychology, at least three of which must be from the following list:	(15)
PSY 223 Statistics for the Social Sciences	
PSY 228 Social Psychology	
PSY 322 Physiological Psychology	
PSY 324 Experimental Psychology	
PSY 327 Abnormal Psychology	
PSY 331 Interviewing and Counseling Skills	
PSY 335 Psychology of Women	
PSY 422 Psychology of Learning	
PSY 427 Personality Theory	
PSY 428 Counseling Principles and Practices	
PSY 431 Psychopathology of Children and Adolescents	
PSY 432 Psychology of Motivation	
PSY 433 Sensation and Perception	

Social Work

The Social Work Program is fully accredited by the Council on Social Work Education.

The 60-hour major in social work is designed to prepare students for direct employment in the field of social work or in one of the helping professions, or as preparation for graduate study in social work or related areas. The curriculum emphasizes content in each of four areas: social welfare policy, human behavior and social environment, research and practice methodology, and field instruction. Admission to the Social Work Program and to SWK 425 (Field Placement in Social Work) must be by special ap-

plication. To be eligible for SWK 425 a student must earn a minimum grade of "C" in SWK 331, 332, 333, 334, and 335. In addition, a student must demonstrate dependability, good character, and acceptable academic standing. Students denied admission to field placement must select another major. The Social Work Program is available only on the main campus.

Religious studies is a minor highly compatible with a social work major, as are such minors as computer information systems, sociology, or psychology for students with career plans relevant to those fields.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements	60
SOC 121 Introduction to Sociology*	(3)
SOC 222 Social Problems**	(3)
SOC 223 Statistics for the Social Sciences	(3)
SOC 320 Methods of Social Research	(3)
BIO 121 Introduction to Biology*	(3)
SWK 121 Introduction to Social Work	(3)
SWK 318 The Life Cycle	(3)
SWK 319 Human Behavior in Stress and Crisis	(3)
SWK 331 Interventive Skills	(3)
SWK 332 Pre-Internship	(3)
SWK 333 Methods of Social Work Practice I	(3)
SWK 334 Methods of Social Work Practice II	(3)
SWK 335 Community Organization	(3)
SWK 423 Social Welfare Policy I	(3)
SWK 424 Social Welfare Policy II	(3)
SWK 425 Field Placement in Social Work	(15)
Physical Education Requirements	4
Electives	15
Total Credits	124

*May be applied to Basic Studies I

**May be applied to Basic Studies II

Requirements for Admission to Social Work Program. Students are responsible for contacting a member of the social work faculty regarding admission to the Social Work Program. The program is available only on the main campus.

Requirements for admission include:

1. Completion of 45 semester hours, including 12 hours that must have been earned at Saint Leo College.
2. Completion of SWK 121 Introduction to Social Work with at least a grade of "C."
3. Completion of the application form for admission to the social work concentration.
4. Successful completion of an interview with the social work faculty.

Sociology

The 36-hour major in sociology is designed as preparation for graduate study, for careers that involve working with people, or as part of a liberal education.

Program Components	Semester Hours
Basic Studies I	30
Refer to page 38 for requirements.	
Basic Studies II	15
Refer to page 39 for requirements.	
Major Requirements	36
SOC 121 Introduction to Sociology*	(3)
SOC 222 Social Problems**	(3)
SOC 223 Statistics for the Social Sciences	(3)
SOC 320 Methods of Social Research	(3)
SOC 322 Race and Ethnicity in American Culture	(3)
SOC 323 Sociological Theory	(3)
SOC 324 Marriage and the Family, or	
SOC 424 Family Analysis	(3)
SOC 327 Cultural Anthropology	(3)
Four other upper-division (300-400 level) courses in sociology	(12)
Physical Education Requirements	4
Electives	39
Total Credits	124

*May be applied to Basic Studies I

**May be applied to Basic Studies II

Minor

A minor in sociology consists of 18 hours in the following courses:

- | | |
|---|------|
| SOC 121 Introduction to Sociology | (3) |
| SOC 222 Social Problems | (3) |
| Four additional electives in sociology, at least three of which must be upper-level | (12) |

The Educational Services Program

David J. Koval, Dean

The primary mission of the Office of Educational Services is to make the academic programs of the College accessible to the adult student who is unable to attend college in the traditional manner. Further, the programs are designed so that the student will be able to obtain a degree without on-campus residence. Secondly, Educational Services provides workshops, institutes, and seminars for non-credit. Continuing Education Units (CEU's) are used to demonstrate individual participation in non-credit programs.

Through the Office of Educational Services the student may earn a bachelor of arts degree or a bachelor of science degree in one of the following divisions: Division of Business Administration (business administration, management, marketing), Division of Social Science (criminology, health care administration, human services, public administration, psychology), and Division of Religious Studies and Philosophy.

All curriculum requirements are under the control and supervision of the appropriate academic division and are the same as for the on-campus degrees. Specific degree requirements can be found elsewhere in this catalog under the appropriate academic divisions.

Educational Services has two different programs the student may follow in the pursuit of the degree: Evening College and Weekend College.

Evening College

Evening College is an undergraduate external-degree program conducted in the evening hours to permit working adult students to pursue their studies while continuing a career. A distinctive characteristic of the program is its presence in multiple locations throughout Florida.

Currently, Evening College clusters are located in the following counties and towns: Citrus County (Inverness, Lecanto), Collier County (Naples), Hillsborough County (downtown Tampa, Town and Country), Lake County (Leesburg), Lee County (Fort Myers), Manatee County (Bradenton),

Orange County (Orlando), Pasco County (New Port Richey, Saint Leo), Pinellas County (Largo, Clearwater, St. Petersburg), Sarasota County (Sarasota), Seminole County (Sanford), and Volusia County (Daytona Beach, Deland).

There are three terms a year in the Evening College: fall, spring, and summer. A term is ordinarily 14 weeks in length and classes are usually only one day a week for a three-hour period. An additional feature of Evening College is its ability to provide term dates and class schedules to meet the time demands of a student cluster.

Weekend College

There are two Weekend College locations. One operates on the main campus in Saint Leo, Florida; the other is conducted on the west campus of Pasco-Hernando Community College in New Port Richey, Florida.

The Weekend College is organized in a time-intensive arrangement in which classes meet every other weekend throughout the term. As a consequence of this type of scheduling, students are self-directed and must be able to complete the necessary out-of-class assignments that are a vital part of the program.

There are three terms a year: fall, spring, summer. Classes meet in three-hour sessions. A student may attend class on Saturday, Sunday, or both days, depending on the hours undertaken.

Special Programs

Educational Services assists adult working students by providing a variety of special programs designed to meet specific needs.

Religious Studies. The bachelor's degree in religious studies is available as an external degree program.

In addition, the Office of Educational Services works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious and laity.

Credit and non-credit programs are available in permanent diaconate formation, youth ministry, and lay leadership. Teacher recertification courses and in-service workshops are designed for parochial schools. Dual-enrollment opportunities are available to parochial high school students. Individualized consulting services in fund raising,

marketing, curriculum design and other specific topics can also be provided.

Therapeutic Wilderness Training Camps.

Educational Services assists the Eckerd Family Youth Alternatives Incorporated by providing instruction to the staffs that are responsible for the Therapeutic Wilderness Training Camps. The program of instruction is equivalent to 12 semester hours of upper-division course work. This training is called "Catatoga." For additional details please refer to course descriptions for EDU 351, PSY 351, PSY 451, and SOC 451. This course work may be applied to the College's external degree program. Enrollment is limited to the employees of the Eckerd Foundation.

Teacher Recertification Program.

Teacher recertification courses are made accessible to the elementary and secondary teachers of Florida through the Educational Services Office in coordination with the College's Division of Education. Each summer a needs survey is directed to the school districts of Florida. Based on the results of the survey, appropriate courses are scheduled in the school districts at a time and place convenient to the teachers. Teacher recertification courses are usually conducted as workshops and meet eight hours daily for one week. This program can be requested by a school or school district at any time.

Non-Credit Programs. Educational Services manages the repertoire of non-credit programs for both professional and personal enrichment purposes. These programs take the form of seminars, short courses, workshops, conferences and institutes. Most programs are eligible for Continuing Education Units (CEU's), an important record of achievement maintained for participants by the College. Non-credit continuing education programs are designed for particular audiences and are based on expressed needs and interests. Non-credit programming can be flexible and creative responses to these needs. While the CEU credit permits participants to build a cumulative record of their successful completion of continuing education activity, it may never be converted to semester hour credit by the College. The criteria for the awarding of CEU credit follows the criteria established by the Southern Association of Colleges and Schools.

Interested parties are encouraged to con-

tact the Educational Services Office for further information regarding these non-credit programs. Call (904) 588-8237 or in Florida toll free 1-800-367-2604. Write Post Office Box 2248, Saint Leo, Florida 33574.

Admissions Requirements

General admission criteria as stated in the catalog for regular on-campus students also apply to students of the Educational Services Program with the exception that the College does not require CEEB, SAT, or ACT scores. On-campus students are not permitted to enroll in Educational Services until they have been out of the on-campus program for one full year. Students holding an associate of arts degree are considered to have satisfied the Basic Studies I requirement.

Residence Requirements. All credits earned in the Evening College and the Weekend College and special programs are considered as resident credits.

1. A minimum of 15 semester hours of course work with Saint Leo College is required for the associate of arts degree.
2. A minimum of 30 semester hours of course work at Saint Leo College is required for the bachelor of arts degree.

Non-traditional Credit. *Military Career Experience.* Credit for certain military courses and for military career experience is given as general elective credit and may not exceed 30 semester hours or the total number of general electives permitted in the degree program. Credit may be granted as recommended by the American Council on Education and based upon individual course evaluations by the Registrar of Saint Leo College on a case-by-case basis.

Police Experience. Saint Leo College recognizes in-service law enforcement instruction and will award academic credit based upon the length of service, type of instruction, and the accreditation of the instruction. Course work from the F.B.I. National Academy, the Southern Police Institute, and certified accredited polygraph schools may be applied toward academic credit courses. Verifying the completion of such courses is the obligation of the individual student. (See Police Science course descriptions.)

Standardized Examinations. The College

recognizes the following examinations and evaluates the results of such examinations in awarding credit hours:

- College Level Examinations Program (CLEP)
- GED College Level Examinations
- USAFI End-of-Course Examinations
- DANTES Subject Standardized Tests
- Advanced Placement Examinations

Transfer of Credits The transfer of credit policy as published in the catalog for on-campus students is applicable to the Educational Services program.

Requirement for Degrees

The academic requirements for degree completion in the Educational Services programs are the same requirements as those for the on-campus degree program as published in the catalog. The physical education requirement is waived.

Honors. Bachelor of arts degree graduates in the Educational Services program may earn honors designations as published for on-campus students provided they have completed a minimum of 45 hours of course work with Saint Leo College.

A special designation "With Honors" has been reserved for those bachelor of arts degree graduates of the Educational Services program who have completed a minimum of 30 semester hours of course work with Saint Leo College and who have a grade point average of 3.50 or higher.

Tuition and Fees

- Evening College . . . \$55 per semester hour
- Weekend College . . \$65 per semester hour
- Admission/Evaluation Fee . \$25 (one time)
- Graduation Fee \$60
- Non-Credit Individual program literature provides non-credit tuition rate

Transcript Request. Requests for transcripts must include the student's social security number (SSN) and signature (required by the Family Education Rights and Privacy Act of 1974).

Students must be financially cleared. Saint Leo College will not send transcripts unless all obligations to the College have been paid. There is a \$2 charge for each transcript. Transcripts should be ordered directly from the Registrar, Post Office Box 2278, Saint Leo, Florida 33574.

Registration, Drop/Add. Students may register by mail, telephone, or office visit. Detailed information pertaining to specific courses and locations is published each semester.

The drop/add period is generally the first week of class. Write or call:

- Saint Leo College
- Educational Services program
- Post Office Drawer 2248
- Saint Leo, Florida 33574
- Telephone: (904) 588-8236

or

Toll Free in Florida: 1-800-367-2604

The Military Education Program

Chester W. Taylor, Dean

Saint Leo College recognizes the vital importance of on-base educational programs for the military community. The mission of its Military Education program therefore, is to meet the special academic needs of adult learners working within and near selected military installations in the southeastern United States. Since adult learners in a military setting must carefully coordinate academic pursuits with job and family responsibilities, the College provides comprehensive academic and administrative support for its students in the Military Education Program. This support includes:

1. professionally staffed resident centers;
2. orientation toward complete degree programs;
3. individualized, goal-directed educational counseling;
4. clear and concise degree program outlines;
5. flexible and reliable scheduling;
6. small classes; and
7. recognition of validated non-traditional transfer credit.

***The Saint Leo College Military Education Program:
Locations and Programs of Study***

Programs*—		A	A	B	C	H	M	P	R	S	C
Location		A	C	U	R	R	G	S	E	O	O
Virginia		A	C	S	I	A	T	Y	L	C	M
Fort Lee		X	X	X	X	X	X	X		X	X
Fort Eustis		X			X	X	X				X
Langley AFB		X	X	X	X	X	X	X		X	X
Naval Amphibious Base		X	X	X	X	X	X	X	X	X	X
North Carolina											
Seymour Johnson AFB		X				X	X				
South Carolina											
Shaw AFB		X			X	X					X
Myrtle Beach AFB		X				X					X
Georgia											
Fort McPherson		X	X		X	X	X	X		X	X
Hunter Army Air Field		X			X	X	X			X	
Fort Stewart		X			X	X	X				
Florida											
Jacksonville Nat'l. Gd.		X				X					
Hurlburt Field/Eglin AFB		X				X		X			
MacDill AFB		X	X		X	X	X	X		X	X
Homestead AFB		X	X		X	X	X	X		X	X
Key West NAS		X			X		X				

Classes are also scheduled at satellite facilities near several of these military installations.

***Programs:**

- AA: Associate of Arts Degree in liberal arts
- ACC: Major: Accounting. B.A. Degree
- BUS: Major: Business Administration. B.A. Degree
- CRI: Major: Criminology. B.A. Degree
- HRA: Major: Human Resources Administration. B.A. Degree
- MGT: Major: Management. B.A. Degree
- PSY: Major: Psychology. B.A. Degree
- REL: Major: Religious Studies. B.A. Degree
- SOC: Major: Sociology. B.A. Degree
- COM: Minor in Computer Information Systems (in combination with any selected major).

Saint Leo College recognizes credits earned through Community College of the Air Force (CCAF). As a member of the institutional network of the Servicemembers Opportunity Colleges (SOC), the College participates in both SOCAD (Army) and SOCNAV (Navy) networks and supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students.

Admissions Requirements

General admission criteria as stated for on-campus students apply to the Military Education Program with the exception that the College does not require CEEB, SAT, or ACT scores for MEP applicants. As a matter of practice, and subject to limitations required by military authorities, the Veterans Administration, and civilian authorities, individuals eligible for MEP include: active and retired military service personnel, military dependents, civilian employees of the military installation, other civilians residing in the locality, and veterans separated from service.

Residence Requirements. The College considers all credits earned at MEP resident centers to be *resident credits* that are transferable to on-campus programs and that are applicable to the College's residence requirements.

1. A minimum of 15 semester hours of resident credit with Saint Leo College is required for the associate of arts degree.
2. A minimum of 30 semester hours of resident credit with Saint Leo College is required for the bachelors of arts degree.

Military Education Program students who complete these residence requirements can complete Saint Leo College degree programs after departing from a resident center. Local resident center staff members can provide details.

Non-traditional Credit. Credit for military service courses and for military career experience is given a general elective credit and may not exceed the total number of general electives permitted in the degree program.

Military Career Experience. Credit (up to a maximum of 9 semester hours) may be granted for military service based upon individual evaluations of official records by the Registrar of Saint Leo College.

Service Courses and Military Training. Credits may be granted as recommended by the American Council on Education and/or based upon individual course evaluations by the Registrar of Saint Leo College on a case-by-case basis.

Standardized Examinations. The College recognizes the following type of standardized examinations:

- American College Testing Program (ACT)
- Proficiency Examination Program (PEP)
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Tests.

Transfer of Credit. Transfer credit policies published in this catalog for on-campus students are applicable to Military Education Program students.

Requirements for Degree

The academic requirements for degree completion in the Military Education Program are the same as for on-campus programs except that the physical education requirement is waived.

Honors. Bachelor of arts degree graduates in the Military Education Program may earn honors designations as published in the catalog provided they have completed a minimum of 45 semester hours of course work with Saint Leo College.

A special designation "With Honors" has been reserved for those bachelor of arts degree graduates of the Military Education Program who have completed a minimum of 30 semester hours of course work with Saint Leo College and who have a grade point average of 3.50 or higher.

Academic Due Process. Statements in this catalog regarding academic warning, probation, suspension, appeals, and reinstatement all apply to students in the Military Education Program. The catalog section entitled "Veterans Benefits and Academic Progress" also applies to MEP students using V.A. benefits.

Tuition and Fees

Tuition (per semester hour) \$55
Admission/Evaluation Fee (one time) . \$25
Graduation Fee (A.A. and B.A.) \$25
(Students electing to graduate on campus must pay the campus graduation fee.)

Transcript Requests. Requests for transcripts must bear the student's signature (required by the Family Education Rights and Privacy Act of 1974). Students requesting transcripts must be financially cleared. Saint Leo College will not send transcripts unless all obligations to the College have been paid. There is a \$2 charge for each transcript. Transcripts should be ordered directly from the Registrar, Saint Leo College, P.O. Box 2278, Saint Leo, FL 33574

Registration, Drop/Add, and Withdrawal Policies. Each MEP resident center publishes a schedule detailing local courses offered and periods of registration. Students should register for selected courses at their resident center except at locations offering multi-site registration. Consult the local resident center for details.

The drop/add period for altering class schedules is generally the first week of the term. Total refunds are granted for courses

dropped during the first week of classes. After the drop/add period, students are financially and academically committed to courses for which they registered.

MEP students who find it necessary to withdraw from any courses *must* contact the resident center office to obtain honorable academic withdrawal with a grade of W. Failure to properly withdraw will result in a grade of F. Deadlines for honorable withdrawal from MEP courses fall at the end of the sixth week of the resident center's term. Honorable withdrawal does not cancel any student indebtedness to the College.

Student Course Load. The Military Education Program offers five accelerated terms per year at each resident center. Because of the accelerated nature of the term, a student course load of 6 semester hours is classified as full-time attendance, 3 semester hours as half-time attendance.

For Additional Information:

Write or call: Any MEP Resident Center listed or

Saint Leo College
Military Education Program
P.O. Drawer 2277
Saint Leo, FL 33574
(904) 588-8203

Course Offerings

Presented in the following pages are descriptions of courses of instruction offered by Saint Leo College. Courses are listed in alphabetical order according to subject.

Courses listed represent the normal offerings. Some courses are offered only in alternate years. Consult the class schedule each semester for exact course offerings. Any course may be withdrawn from the schedule if insufficient enrollment or other factors warrant such action.

The number of credits listed opposite the course designation and number refers to the number of semester hours of credit granted for the successful completion of the course. In general, each hour of credit implies one hour of classroom work per week throughout the semester, except for laboratory and studio courses and certain other courses.

Accounting

ACC 201 **3 credits** **Principles of Accounting I**

An introduction to the preparation and use of accounting information that is found in financial and operating statements. Study of the bases for measuring performance and making business decisions.

ACC 202 **3 credits** **Principles of Accounting II**

Prerequisite: ACC 201.

A continuation of ACC 201 with emphasis on problems of measurement of income and expense, working capital, and investments. Includes material on partnerships, corporations, cost accounting, taxes, funds-flow analysis, and interpretation of financial statements.

ACC 301 **3 credits** **Intermediate Accounting I**

Prerequisite: ACC 202.

Principles underlying financial statements, including asset valuation, income measurement, and revenue recognition. Offered Semester I only.

ACC 302 **3 credits** **Intermediate Accounting II**

Prerequisite: ACC 301.

A continuation of Accounting 301 detailing liabilities, stockholders' equity, financial analysis, including statement of changes in financial position and accounting for changing price levels. Offered Semester II only.

ACC 326 **3 credits** **Managerial Accounting**

Prerequisite: ACC 202.

A study of the tools in quantifying and presenting financial data to managers of businesses and non-profit organizations. The course is designed for the non-accounting student. ACC 331 can substitute for this course.

ACC 329 **3 credits** **Directed Study: Readings or Research**

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue a particular aspect of accounting that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ACC 331 **3 credits** **Cost Accounting I**

Prerequisite: ACC 202.

A study of relevant costs for decision-making, cost accounting fundamentals, systems and management control. Offered Semester I only.

ACC 332 **3 credits** **Cost Accounting II**

Prerequisite: ACC 331.

A continuation of ACC 331 emphasizing cost analysis, capital budgeting, inventory planning, and other costs. Offered Semester II of even numbered years only.

ACC 100-400 **1-3 credits** **Special Topics**

A variable content course in accounting that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ACC 403 **3 credits** **Accounting Information Systems**

Prerequisite: ACC 302.

Principles involved in setting up a business's or non-profit organization's accounting system, related source documents, internal controls, and its interface with the needs of management of the organization. Offered Semester II only.

ACC 404 **3 credits** **Fund Accounting for Government and Not-for-Profit Organizations**

Prerequisite: ACC 202.

Accounting principles as they apply to governments and not-for-profit organizations (cities, hospitals, universities, etc.). Management accounting principles as they apply to these organizations. Offered Semester II of odd-numbered years only.

ACC 405 **3 credits**
Accounting Theory and Research

Prerequisite: ACC 302.

Pure accounting theory—its concepts, theorems, and propositions—is looked into with openness to seeking better accounting information. The research portion blends the practical application of theory to current real problems in decisions as to how financial statements should be presented. Offered Semester I of even-numbered years only.

ACC 411 **3 credits**
Auditing I

Prerequisites: ACC 302, GBA 325.

Principles and procedures of internal and public auditing. The ethics, responsibilities, standards, and reports of professional auditors. Offered Semester I of odd-numbered years only.

ACC 412 **3 credits**
Auditing II

Prerequisite: ACC 411.

A continuation of ACC 411 emphasizing accounting systems, applications of auditing programs, and current developments in the field of public accounting. Offered Semester II of even-numbered years only.

ACC 421 **3 credits**
Federal Taxes I

Prerequisite: ACC 202.

An introduction to the federal income tax structure with emphasis on statutes and regulations relating to the concept of taxable income emphasizing the taxation of individuals. Offered Semester I of even-numbered years only.

ACC 422 **3 credits**
Federal Taxes II

Prerequisite: ACC 421.

A continuation of Federal Taxes I with emphasis on tax concepts relating to partnerships and business enterprises. Offered Semester II of odd-numbered years only.

ACC 423 **3 credits**
Estates, Trusts, and Gifts Taxation

Prerequisite: ACC 202.

Review of the tax law as regards estates and gifts and applicable property transactions related to estates and gifts. Review of the tax law regarding the taxable income of estates and trusts and how they differ from the taxable income of individuals and corporations. Offered Semester I of odd-numbered years only.

ACC 425 **3 credits**
Accounting Internship

Prerequisites: Junior or senior standing and permission of divisional chairperson.

Use skills learned in the classroom to design, put into use, or improve accounting procedures within small businesses and agencies or obtain experience in a corporate setting or CPA firm. As an intern the student will experience and learn functions of accounting which may include:

- financial statement analysis
- inventory analysis
- flexible budgeting
- fixed asset conversion
- interoffice settlement account
- banking function
- price level adjusted statements
- consolidations
- replacement costing
- auditing
- taxes.

ACC 429 **1–3 credits**
Advanced Directed Study and Research

Prerequisite: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of accounting that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Art

ART 121 is a prerequisite to all higher-numbered art courses, but in certain special cases, as determined by the instructor teaching a course, the requirement may be waived.

The Studio I and II sequence may be taken in such disciplines as drawing, painting, and graphics. Normally the student must first complete the appropriate beginning course in the specialty in which they wish to take Studio I or II. For example, ART 221 Drawing, ART 223 Beginning Painting, or ART 225 Graphics must be completed before enrolling in studio in any of these specialties.

In all cases involving advanced work permission of the divisional chairperson is also required.

ART 121 **3 credits**
Visual Fundamentals I

Introduction to the principles of art through individual creative development, two-dimensional design and three-dimensional design. Six hours of studio per week.

ART 122 **3 credits**
Visual Fundamentals II

Prerequisite: ART 121 or permission of instructor.
 A continuation of ART 121. Six hours of studio per week.

ART 123 **3 credits**
Art Appreciation

Basic terms, theories, and techniques of the artist; major art movements; media in the visual arts.

ART 221 **3 credits**
Drawing

Prerequisite: ART 121 or permission of instructor.
 Freehand drawing from landscape, live models, and objects with emphasis on training to see, to understand, and to report through drawing. Six hours of studio per week.

ART 223 **3 credits**
Beginning Painting

Prerequisite: ART 121 or permission of instructor.
 Introduction to studio painting. Investigation and experimentation with mixed media; primary emphasis on oil painting. Six hours of studio per week.

ART 224 **3 credits**
Beginning Sculpture

Prerequisite: ART 121 or permission of instructor.
 Introduction to three-dimensional work in various media with emphasis on the development of understanding and effective use of space and volume through planes, shapes, positive/negative space relationships, and color. Six hours of studio per week.

ART 225 **3 credits**
Graphics

Prerequisite: ART 121 or permission of instructor.
 Creative processes and projects in relief, intaglio, and plano-graphic techniques. Six hours of studio per week.

ART 321 **2-6 credits**
Studio I

Prerequisites: Appropriate 200-level course and permission of divisional chairperson.
 Individual development according to talent in one of the following specialties: painting, sculpture, graphics, design, and crafts. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 322 **3 credits**
History of Art I

Prerequisite: ART 121 or permission of divisional chairperson.

General survey of the cultural development of mankind from earliest times through the present as reflected in painting, architecture, and sculpture.

ART 323 **3 credits**
History of Art II

Prerequisite: ART 121 or permission of divisional chairperson.

Studies in modern art as related to cultural development, beginning with the late 19th century and continuing through the present, with emphasis on the contemporary scene.

ART 325 **3 credits**
History of Photography

Studies in photography from the early inventors to the modern masters. Also, students will have an opportunity to discuss photographs of their own creation.

ART 326 **3 credits**
Art in the Elementary School

Prerequisite: ART 121.
 The theory and practice of art activities in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity, and selected field experiences.

ART 327 **3 credits**
Art in the Secondary School

Prerequisite: ART 121.
 Techniques of teaching art to the secondary school student, emphasizing development of the student's creative work. Included are drawing, design, ceramics, and painting, with selected field experiences.

ART 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.
 Designed for small groups of students to pursue in depth a particular aspect of art that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ART 100-400 **1-3 credits**
Special Topics

A variable content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ART 421 **2-6 credits** **Studio II**

Prerequisites: ART 321 and permission of divisional chairperson.

Continuation of individual development. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 429 **1-3 credits** **Advanced Directed Study and Research**

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of art that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Biology

BIO 121 **3 credits** **Introduction to Biology**

(Non-Majors)

A general, coordinated study of living organisms including man. The course covers these topics: cell structure and function, a survey of the protist, plant and animal kingdoms, early development of multicelled organisms, and the principles of heredity. Three lectures and one one-hour laboratory per week. Offered every semester.

BIO 123 **4 credits** **General Biology**

(Majors)

A course designed to familiarize students with four major areas of study in biology; cellular and molecular biology, genetics and developments, ecology, organismal biology. Three lectures and one three-hour laboratory per week. Offered in the Fall.

BIO 220 **3 or 4 credits** **Human Anatomy and Physiology**

Prerequisite: BIO 121 or 123.

Required of students majoring in physical education. Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular, and endocrine systems. Three or four lectures per week. Offered every semester.

BIO 311 **4 credits** **Invertebrate Zoology**

Prerequisite: BIO 123 or permission of divisional chairperson.

A study of the main characters of the principal

invertebrate phyla, including general trends in the development of body systems, behavior, and adaptations to particular modes of life. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

BIO 312 **4 credits** **Vertebrate Zoology**

Prerequisite: BIO 311.

A study of the structure, physiology, reproduction, ecology, behavior and evolution of the vertebrates. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

BIO 313 **4 credits** **Botany**

Survey of the plant kingdom. Study of the structure, life processes, reproduction, and evolutionary relationships of plants. Local flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

BIO 224 **3 credits** **Health Science**

Study of health problems and programs relating to individuals as a means of improving living. Establishes a basis for positive health through the study of various conditions which affect health.

BIO 321 **4 credits** **Vertebrate Embryology**

Prerequisite: BIO 123.

Combines the traditionally solid morphological approach with the modern experimental and conceptual approach. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of odd years.

BIO 322 **4 credits** **Comparative Vertebrate Anatomy**

Prerequisite: BIO 123.

Elective for biology majors. Comparative study of the vertebrate groups with particular reference to the phylogenetic development. Three lectures and one three-hour laboratory per week.

BIO 323 **4 credits** **Introduction to Plant Taxonomy**

Prerequisite: BIO 123 and BIO 313.

A study of the principal families of the angiosperms including phytography and its terminology, the construction and use of keys, nomenclature, concepts of taxa, and survey of taxonomic literature. Three lectures and one three-hour laboratory per week.

BIO 324 **4 credits** **Cell Physiology**

Prerequisite: BIO 123 and CHE 124.

An in-depth study of the anatomy and physiology of the animal and plant cell. Techniques such as electrophoresis, thin layer chromatography, and cell fractionation will be emphasized in the laboratory. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester of odd years.

BIO 325 **4 credits**
Ecology

Prerequisite: BIO 123.

Principles of ecology based on field and laboratory studies of local plant and animal communities. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of even years.

BIO 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of biology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

BIO 100-400 **1-3 credits**
Special Topics

A variable content course in biology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

BIO 421 **4 credits**
Genetics

Prerequisite: BIO 123 and CHE 311 or permission of instructor.

Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of even years.

BIO 422 **3 credits**
Immunology

Prerequisite: BIO 324 or permission of instructor.

A study of the immune response with emphasis on antigenicity and the structure of antibodies. Offered in the Spring Semester of even years.

BIO 424 **4 credits**
Parasitology

Prerequisite: BIO 311.

A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis, and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester of odd years.

BIO 425 **4 credits**
Microbiology

Prerequisite: BIO 123 and CHE 124.

A study of virus, bacteria, and fungi including their morphology, physiology, and pathogenesis. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester of even years.

BIO 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisite: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of biology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Chemistry

CHE 121 **3 credits**
Chemistry and Society

This course discusses briefly the principles underlying the science of chemistry and applies the knowledge of basic chemistry to major problems currently facing us. It discusses the broad scope of chemistry and its relation to problems of pollution, drugs, energy resources, food production, and life processes, and to products of major importance, such as fuels, plastics, rubber, textiles, detergents, and agricultural chemicals. Offered every semester.

CHE 123 **4 credits**
General Chemistry I

Required of students majoring in science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium, and other topics. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

CHE 124 **4 credits**
General Chemistry II

Prerequisite: CHE 123.

A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

CHE 311 **4 credits**
Organic Chemistry I

Prerequisite: CHE 124.

Fundamental principles of organic chemistry. Three lectures and one three-hour laboratory per

week. Offered in the Fall Semester.

CHE 312 **4 credits**
Organic Chemistry II

Prerequisite: CHE 311.

Continuation of CHE 221. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

CHE 321 **4 credits**
Quantitative Chemical Analysis

Prerequisite: CHE 124 and MAT 123.

Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, redox titrimetry, compleximetric titrimetry, idometry, and gravimetry. Two lectures and two three-hour laboratories per week. Offered in the Fall Semester of odd years.

CHE 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

CHE 100-400 **1-3 credits**
Special Topics

Prerequisite: Permission of instructor.

A variable content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

CHE 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Computer Studies

COM 123 **3 credits**
Introduction to Word Processing on Microcomputers

An introduction to the use of microcomputers in the preparation of text for documents such as letters, reports, manuscripts, and research papers. Students will use a word processing application package to learn the fundamentals of computer

keyboarding and electronic writing and editing. Combination of data processing and text processing will be explored. Lab fee.

COM 130 **3 credits**
Microcomputer Applications

An introduction to uses of microcomputers with emphases on the operating system word processing, spreadsheets, and data bases. Students will use commercial software packages in the microcomputer laboratory to gain an understanding of software functions and to develop personal competency in practical applications of microcomputers. Lab fee.

COM 201 **3 credits**
Principles of Data Processing

A framework for the analysis and development of management information systems through a study of computer systems, required input, programs, files, documents, and reports for typical information systems.

COM 205 **3 credits**
Programming in Basic

An introduction to information processing and problem solving through the use of the BASIC programming language in the laboratory. Some knowledge of algebra is expected. Lab fee.

COM 210 **3 credits**
Computer Languages and Logic

Prerequisite: COM 205.

Continued application of procedure-oriented languages. The student will use algorithm components and programming languages logic to translate data into information through structured design, coding, testing, and debugging more complex computer programs. Lab fee.

COM 220 **3 credits**
Introduction to COBOL

Prerequisites: COM 201, 210.

An introduction to the widely used business oriented programming language. Students will use structured techniques to design, write, and test programs using this popular high-level language in a hands-on laboratory environment. Information processing concepts will include input editing, file and record handling, control breaks, and report generation. Lab fee.

COM 310 **3 credits**
Software and Hardware Concepts

Prerequisite: COM 205.

A study of computer systems and the relationships between hardware architecture, systems software, and applications software. A study of available operating systems and software in the laboratory. Lab fee.

COM 320 **3 credits**
Systems Analysis and Design

Prerequisite: COM 310.

The typical system development cycle including analysis of current systems, logical systems design, physical systems design, program development, testing, implementation, maintenance, and documentation. Students are given real life systems to design, implement, and document.

COM 100-400 **1-3 credits**
Special Topics

A variable content course in computer studies that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

COM 410 **3 credits**
Application Program Development

Prerequisites: 310 or permission.

Structures of data-base management systems, applications of data structures, network, relational, and hierarchical data models, application program development, query systems, file security, and the role of data-base administrators. Students will use a real data-base management system in the laboratory to create and maintain data files. Lab fee.

COM 421 **3 credits**
Management Information Systems

Prerequisites: COM 410 or permission.

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources, and its information requirements through the study of computer-based decision support processes. Lab fee.

COM 422 **3 credits**
Advanced Data Base Concepts

Prerequisite: COM 421.

Continuation of COM 421 with in-depth study of file management and data base/data communications. Case studies will be used to show the development, design, and implementation of functional information systems.

COM 499 **3 credits**
Information Resource Management

Prerequisite: COM 422.

A capstone course for computer information systems emphasizing the integration of information and environmental systems to support broad strategic planning decisions. This course will involve lectures, readings, and discussions.

Criminology

See Sociology (SOC)

Dance

DAN 110 **1 credit**

Dance Company

Prerequisite: Admission by audition.

The learning and presenting of dance in concert.

DAN 111 **1 credit**

Dance Ensemble

Prerequisite: Admission by audition.

The art of performing in dance combined with production skills.

DAN 125, 126 **ea. 3 credits**

Introduction to Modern Dance I & II

Fundamentals of modern dance technique, including the development of strength, flexibility, balance, control, and endurance, with emphasis on proper body alignment.

DAN 127, 128 **ea. 3 credits**

Introduction to Ballet I & II

Fundamentals of classical ballet technique, including barre, center floor, and locomotor movement.

DAN 129, 130 **ea. 3 credits**

Introduction to Modern Jazz Dance I & II

Fundamentals of modern jazz dance, including coordination, rhythm, and isolation.

DAN 131 **3 credits**

Introduction to Tap

The study of tap dance on the elementary level through the development of flexibility, endurance, strength, kinesthetic awareness, precision, and rhythm.

DAN 225, 226 **ea. 3 credits**

Intermediate Modern Dance I & II

Prerequisite: Introduction to Modern Dance I & II or permission of instructor.

The study of modern dance technique on the intermediate level.

DAN 227, 228 **ea. 3 credits**

Intermediate Ballet I & II

Prerequisite: Introduction to Ballet I & II or permission of instructor.

The study of classical ballet technique on the intermediate level.

DANCE 229 **3 credits**

Intermediate Modern Jazz Dance

Prerequisite: Introduction to Modern Jazz Dance I or II or permission of instructor.

The study of modern jazz dance on the intermediate level.

DAN 230 **3 credits**
Intermediate Tap

Prerequisite: DAN 131 permission of instructor.

The study of tap dance on the intermediate level through the development and refinement of fundamentals.

DAN 231 **2 credits**
Dance Production

The study of various aspects of dance production with practical application in concert.

DAN 233 **3 credits**
Creative Movement for Children

Instruction in movement skills, child development, and creative activities needed to guide the child in the cultivation of movement.

DAN 321 **3 credits**
Dance History: Ballet

A study of ballet in France, Italy, Russia, England and the United States from the 15th to the 20th centuries.

DAN 322 **3 credits**
Dance History: Modern Dance

A study of the development of various modern dance forms, including social, theatrical, jazz, and modern dance.

DAN 323 **3 credits**
Labanotation

Prerequisite: Intermediate Modern Dance or Ballet.

The study and practice of reading and recording dance movement by means of symbols as devised by Rudolf Laban.

DAN 325, 326 **ea. 3 credits**
Advanced Intermediate Modern Dance I & II

Prerequisite: Intermediate Modern Dance I or II or permission of instructor.

The study of the specific technique of a contemporary modern dancer on the advanced/intermediate level.

DAN 327, 328 **ea. 3 credits**
Advanced Intermediate Ballet I & II

Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced/intermediate level.

DAN 330 **1 credit**
Pointe

Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on pointe.

DAN 331 **3 credits**
Dance Pedagogy

Prerequisite: Intermediate technique, junior or senior.

Methods of teaching dance based on anatomical knowledge of the body with concentration on effective presentation skills, feedback and evaluation, and development of lesson plans. Offered in odd-numbered years.

DAN 100-400 **1-3 credits**
Special Topics

A variable content course in dance that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

DAN 421 **3 credits**
Dance Composition I

Prerequisite: Intermediate Modern Dance or Ballet.

The study of the structure of dance beginning with movement, phrasing, and patterns and progressing to traditional dance forms, including AB, ABA, theme and variation, and rondo.

DAN 422 **3 credits**
Dance Composition II

Prerequisite: Dance Composition I.

The study of dance styles through improvisation and composition and the development of duet, trio, and group dances.

DAN 425, 426 **ea. 3 credits**
Advanced Modern Dance I & II

Prerequisite: Advanced Intermediate Modern Dance I or II or permission of instructor.

Continuation of the study of a specific technique of a contemporary modern dancer on the advanced level with some work in repertory.

DAN 427, 428 **ea. 3 credits**
Advanced Ballet I & II

Prerequisite: Advanced Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced level.

DAN 429 **1-4 credits**
Advanced Directed Study and Research

Prerequisite: Permission of instructor.

Intensive individual study of a particular aspect of dance not covered in the regular dance curriculum. Enrollment must be made before registration in the form of a written proposal. May be repeated for credit.

DAN 430 **3-12 credits**
Dance Internship

Prerequisite: Intermediate technique, junior or senior, 2.5 GPA. Permission of instructor.

Supervised field placement giving students an opportunity to study and work in a professional dance environment relating to their specific area of placement. Placements are available in dance studios, professional companies and recreational facilities.

Economics

ECO 102 **3 credits**
Personal Finance

A study of personal income as related to budgeting, borrowing, investments, insurance, home ownership, retirement planning, and annuities and estate planning.

ECO 201 **3 credits**
Principles of Macroeconomics

An introduction to the study of the determination of income, output, employment, and prices in the American economy. Emphasis on the gross national product and its components.

ECO 202 **3 credits**
Principles of Microeconomics

A study of economic analysis concerning the factors at work in the marketplace. Emphasis on demand and supply analysis.

ECO 302 **3 credits**
Intermediate Price Theory

Prerequisite: ECO 202.

An in-depth study of microeconomic theory and its application to accounting, banking, and finance. Quantitative methods will be introduced in basic problem-solving cases.

ECO 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ECO 366 **3 credits**
Money and Banking

Prerequisite: ECO 201.

A study of the nature and function of money in our economy and its effect on price output and employment. Monetary theory and policy are investigated.

ECO 100-400 **1-3 credits**
Special Topics

A variable content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ECO 423 **3 credits**
Public Finance and Taxation

Prerequisites: ECO 201, 202.

A study and economic analysis of governmental expenditures, taxation, public debt, and monetary and fiscal policies. A critical examination of the role of the public sector in a mixed capitalistic system.

ECO 424 **3 credits**
International Political Economy

(Same as POL 424)

Prerequisites: ECO 201 Principle of Macroeconomics.

An exploration of the linkages between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence, and U.S. economic foreign policy.

ECO 427 **3 credits**
Economic History of the United States

Prerequisites: ECO 201, 202.

Analysis of such problems in American economic history as land policy, working conditions and organization of labor, expansion of national income, development of transportation, production and distribution, and changing and public policy. Relates such problems to money, banking, tariff, public expenditures, taxation, the national debt, and American political philosophies. Offered Spring Semester only.

ECO 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of economics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Education

EDU 110 **2 credits** **Introductory Practicum in Education**

Placement in an elementary classroom for a minimum of four hours per week and regularly scheduled seminars. Provides for supervised non-instructional activities involving clerical, managerial, and audiovisual classroom-related duties.

EDU 112 **2 credits** **Introduction to Education**

Survey of the theories and practices which have affected the institution of the school; exploration of the historical and sociological issues of education and their influences on the individual. Structure and operation of the American school system.

EDU 210 **4 credits** **Second Level Practicum in Education**

Placement in classroom at grade level of choice for a minimum of six hours per week and regularly scheduled seminars. Provides for instructional and supervisory work with students.

EDU 221 **3 credits** **Human Growth and Development**

A longitudinal study of human development, considering the emotional, physical, social, and intellectual factors of growth from prenatal through old age. Three hours per week and scheduled field observation.

EDU 225 **3 credits** **Social Studies in the Elementary School**

The examination of teaching strategies in the development of a social studies program, including conservation. Topics include a study of current trends in social studies instruction, procedures in developing a concept, preparing the student for social instruction, developing tests, developing materials for resources, and methods of formal and informal instruction. Three hours per week and scheduled field experiences. Offered Spring Semester only.

EDU 227 **3 credits** **Mathematics in the Elementary School**

Prerequisite: MAT 117.

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual, and use of informal reinforcement aids. Three hours

per week and scheduled field experiences. Offered Fall Semester only.

EDU 228 **3 credits** **Microcomputers in Education**

An exploration of computer-assisted instruction in the K-12 classroom. Major topics will include integration of courseware into the curriculum, management system design for effective use of microcomputers, evaluation of educational software, and basic programming for the teacher. Offered in Spring Semester.

EDU 300 **3 credits** **Theory and Research in Early Childhood**

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Lecture, seminar, and observations are combined to establish relationships between theory and practice. Three hours per week and scheduled field experiences. Offered Fall Semester only.

EDU 301 **3 credits** **Early Childhood**

Prerequisite: EDU 300 or permission of instructor.

An experientially based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study and observation of programs, curricular materials and methods in early childhood education. Three hours per week and scheduled field experiences. Offered Spring Semester only.

EDU 304 **3 credits** **The Exceptional Child**

Study of various exceptionalities and their incidence; includes etiology and identification of classifications of exceptionalities and relevant sociological, philosophical, and psychological implications for education. Three hours per week and scheduled field observations. Offered Spring Semester only.

EDU 321 **3 credits** **The School Program**

Prerequisite: Concurrent enrollment in EDU 410 or consent of divisional chairperson.

An overview of the elementary through secondary school program, organization, administration, and evaluation of curricula. Survey of current trends and innovations, instructional media, and accountability in the student's area and the level of interest. Three hours per week and scheduled field experiences.

EDU 323 3 credits**Method: Theory and Practice**

Prerequisite: Concurrent enrollment in EDU 410 or consent of divisional chairperson.

A critical study of method in teaching, its theoretical development and practical applications and laboratory work, including microteaching, that focuses on instructional methods and behavior control. Emphasis is given to classroom management for situations where hyperactive children or children with specific learning disabilities are present. Three hours per week and scheduled field experiences.

EDU 325 3 credits**Introduction to Speech Disorders**

(Same as SPH 325)

Prerequisite: SPH 223 or permission of instructor.

The nature, causes, and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate, and voice disorders. Offered Fall Semester only.

EDU 326 3 credits**Art in the Elementary School**

The theory and practice of art activities in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity, and selected field experience. Offered Spring Semester only.

EDU 328 3 credits**Science in the Elementary School**

Prerequisite: At least one college-level science course.

Study of fundamental concepts in natural science; analysis of techniques, materials, and procedures in the instruction of all aspects of natural science at the elementary level. Three hours per week and scheduled field experiences. Offered Spring Semester only.

EDU 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

EDU 332 3 credits**Language Arts Development**

Prerequisite: EDU 221.

A survey of the development of language arts from birth through the elementary school years: listening, speaking, reading, and writing. Activities to enhance language arts skills development are designed and evaluated. Three hours per week and scheduled field experiences. Offered Spring Semester only.

EDU 334 3 credits**Introduction to Teaching Reading in the Elementary School**

Prerequisite: EDU 221.

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension, and study skills. Three hours per week and scheduled field experiences. Offered Fall Semester only.

EDU 335 3 credits**Diagnosis and Remediation of Reading Problems**

Prerequisite: EDU 334.

Administration and the interpretation of informal reading inventories, criterion tests, and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems. Three hours per week and scheduled field experiences. Offered Spring Semester only.

EDU 336 3 credits**Reading in Middle and Secondary Schools**

Prerequisite: Junior standing.

Investigation of the nature of reading, reading in the content areas, readability formulas, reference and study skills, techniques to foster interest and improvement in reading. Three hours per week and scheduled field experiences. Offered Fall Semester only.

EDU 337 3 credits**Children's Literature**

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction, and information books. Offered Fall Semester only.

EDU 351 3 credits**Outdoor Education**

An investigation of the transition stages of learning from the concrete experiences in the out-of-doors to the more structured, organized, abstract experiences beyond those that can be gained through out-of-door activities. Emphasis will be placed on the opportunities for teaching and learning in an experience curriculum in a natural camp setting.

EDU 100-400 1-3 credits**Special Topics**

A variable content course in education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

EDU 405 **3 credits**
Foundations of Mental Retardation

Prerequisite: EDU 221.

Study of the biological, sociological, and psychological foundations of mental retardation. Study of the physical and mental causes of retardation and societal implications. Three hours per week and scheduled field observations. Offered Fall Semester only.

EDU 406 **3 credits**
Curriculum and Methods for the Educable Mentally Retarded

Prerequisite: EDU 304 or permission of instructor.

Study and analysis of curriculum, methods, and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal, and social development. Three hours per week and scheduled field observations. Offered Spring Semester only.

EDU 407 **3 credits**
Curriculum and Methods for the Trainable Mentally Retarded

Prerequisite: EDU 304 or permission of instructor.

Study of existing methods, curriculum, and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic, and the arts. Three hours per week and scheduled field observations. Offered Fall Semester only.

EDU 408 **3 credits**
Educating the Mentally Retarded for Modern Society

Prerequisite: EDU 304 or permission of instructor.

This course reviews the federal law and state regulations regarding educational placement and planning for the mentally handicapped. Emphasis is placed on staffing procedures as well as on the writing and implementation of the Individual Education Plan. Offered Spring Semester only.

EDU 410 **6-15 credits**
Student Teaching

A full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and a college supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8 a.m. to 3:30 p.m. Open only to approved Teacher Education Program students who have applied for student teaching through the Division of Education. Possibility of two student teaching placements, six and one-half weeks each, if approved by the divisional chairperson. Fee.

EDU 420 **3 credits**
Practicum in Reading Methodology and Techniques K-6 Elementary Level

Opportunity for the student to study diagnosis and correction of reading difficulties. Students work with the latest materials, equipment techniques, and evaluative procedures.

EDU 421 **3 credits**
Practicum in Reading Methodology and Techniques 7-12 Secondary Level

Opportunity for the student to study diagnosis and correction of reading difficulties. Students work with the latest materials, equipment, techniques, and evaluative procedures.

EDU 422 **3 credits**
Educational Media

Preparation, production, and use of educational media including graphics, photography and personally produced video materials as instructional media.

EDU 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisite: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

EDU 430 **3 credits**
Nature and Needs of the Gifted

The purpose of the course is to review the characteristics and educational needs of children and youth who can be categorized as gifted or talented. Special attention will be paid to nomination, selection procedures, specialized programming, and non-categorical approaches. Three hours per week and scheduled field experience.

EDU 431 **3 credits**
Curriculum Procedures for the Gifted

Focuses on most appropriate instructional procedures and materials for the gifted. IEPs, units, and lesson plans that meet the needs of the gifted are then developed.

EDU 432 **3 credits**
Guiding the Gifted Child

Prerequisite: EDU 430.

Addresses social, emotional, and motivational needs of gifted children and their families. Components include self-esteem, peer, parent and sibling relationships, motivation, stress man-

agement, communication of feelings, depression, underachievement, and realized potential.

EDU 435 **3 credits**
Advanced Diagnosis and Remediation of Reading Problems

Prerequisite: EDU 335.

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies. Three hours per week and scheduled field experiences.

EDU 436 **3 credits**
Practicum in Reading

Prerequisite: EDU 335.

Examination of various reading programs including the Title I and migrant programs of surrounding counties. Research of recent trends in reading. Clinical diagnosis and remediation of children with reading problems. Three hours per week and scheduled field experiences.

EDU 450 **3 credits**
Measurement and Evaluation

Prerequisite: At least junior standing.

Study of the principles of psychometrics, review and appraisal of psychological and educational tests with emphasis on educational diagnosis and interpretation, including testing of the exceptional child. Offered Fall Semester only.

EDU 460 **3 credits**
Individualizing Instruction

Prerequisite: At least junior standing.

Examination and application of various techniques used to form individual learning plans. Includes theory, practice and application of techniques in the classroom, both elementary and secondary. Course work designed for discussion and independent, programmed, and individually oriented study. Three hours per week and scheduled field experiences. Offered Fall Semester only.

EDU 470 **3 credits**
Evaluation of Educational Programs

Prerequisite: Permission of divisional chairperson.

Study of systematic methods of collecting data that are descriptive of outcomes of school programs and the assignment value to the data. Questionnaires, interview guides, and observation are studied. Students construct, apply, and assign value to instruments used in program evaluation procedures. Offered on demand.

EDU 472 **3 credits**
Theory and Practice of Curriculum Development

Prerequisite: Permission of divisional chairperson.

Study of theoretical bases in the development of school curricula; examination and analysis of current curriculum practices and issues and their effect upon the learning process. Offered on demand.

EDU 489 **3 credits**
Special Methods of Teaching Secondary Subjects

Prerequisite: Acceptance to Teacher Education Program.

To be taken the semester preceding Student Teaching by students intending to teach at the secondary level. Study of methods and processes specific to the student's teaching area. Provides a laboratory experience for prospective secondary teachers with focus on teacher behaviors, the facilitation of methodologies and classroom management. Three hours per week and scheduled field experiences. Offered Fall Semester only.

EDU 490 **3 credits**
Educational Theories of Learning Disabilities

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Student observation, research, and reports will be undertaken in order to achieve understanding of the problem of SLD children in the schools. Three hours per week and scheduled field experiences. Offered on demand.

EDU 491 **3 credits**
Methods and Materials for the Learning Disabled

Prerequisite: EDU 304, 490.

Analysis of curriculum, methods, and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching, and strategies for instruction in spoken and written language, reading, and mathematics. Required field work.

EDU 495 **3 credits**
Educational Programming for the Emotionally Disturbed

Prerequisite: EDU 304.

This course focuses on the way in which the characteristics and needs of emotionally handicapped children are to be met and shaped through the educational program. Course work involves the preparation of Individual Educational Plans for the emotionally handicapped. Required

observations and field work.

EDU 499 **3 credits**
Senior Seminar

Overview of the problems and issues that concern the professional teacher.

English

ENG 112 **3 credits**
College Reading Skills

Designed to help students improve their basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension, and rate of reading. Fifty-six lab hours required.

ENG 120 **3 credits**
Developmental Composition

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills. Twenty-five lab hours required.

ENG 120S **3 credits**
Developmental Composition for Speakers of Other Languages

The same course as ENG 120 except that increased emphasis is placed on English idiomatic usage. Twenty-five lab hours required.

ENG 121 **3 credits**
Composition

Prerequisite: ENG 120 or waiver.

Required of all freshmen. The techniques, of effective writing, logical thinking, and intelligent reading, with special emphasis on expository writing.

ENG 121S **3 credits**
Composition for Speakers of Other Languages

Prerequisite: ENG 120 or waiver.

The same courses as ENG 121 except that transformational grammar is used to compare English and other languages, and increased emphasis is placed on English idiomatic usage.

ENG 122 **3 credits**
Composition and Literature

Prerequisite: ENG 121 OR 121S.

A continuation of ENG 121. Expository writing based on analytical study of literary genres.

ENG 201 **3 credits**
Expository Writing

Prerequisite: ENG 122.

The writing of articles, essays, and reports centered on individual student needs in technical writing, business reports and creative essays.

ENG 221 **3 credits**
Survey of English Literature I

Prerequisite: ENG 122.

An introduction to the poetry, prose, and drama of English literature from the beginnings through the 18th century.

ENG 222 **3 credits**
Survey of English Literature II

Prerequisite: ENG 122.

An introduction to English literature from the 19th century to World War I.

ENG 223 **3 credits**
Survey of American Literature I

Prerequisite: ENG 122.

An introduction to American literature from the colonial writers through the romantics: Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville.

ENG 224 **3 credits**
Survey of American Literature II

Prerequisite: ENG 122.

An introduction to American literature from the realists to the writers of the 1920's and after: Whitman and Twain through O'Neill and Hemingway.

ENG 225 **3 credits**
World Literature I

Prerequisite: ENG 122.

A survey of the literature of the Western World in translation, from the ancient Greek through the Renaissance periods.

ENG 226 **3 credits**
World Literature II

Prerequisite: ENG 122.

A survey of the literature of the Western World in translation, including the literary traditions of Neoclassicism, Romanticism, Naturalism, and Symbolism.

ENG 227 **3 credits**
Basic Journalistic Writing

Prerequisite: ENG 122.

Basic theories and procedures in collecting and writing news.

ENG 317 **3 credits**
Black American Literature

Prerequisite: ENG 122.

A study of major black American authors, with emphasis on Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin, and LeRoi Jones.

ENG 321 **3 credits**
The English Novel

Prerequisite: ENG 122.

The historical development of the English novel of the 18th and 19th centuries.

ENG 323 **3 credits**
History and Structure of the English Language

Prerequisite: ENG 122.

An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax, and vocabulary.

ENG 324 **3 credits**
Reviewing and Critical Writing

Prerequisite: ENG 122.

Writing and analyzing reviews of films, plays, and television programs.

ENG 326 **3 credits**
Playwriting

Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis on plot, theme, dialogue, and characterization.

ENG 328 **3 credits**
Biography and Autobiography

Prerequisite: ENG 122.

A study of the lives of eminent and influential men and women in Western civilization combined with student writing in this genre.

ENG 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of English that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ENG 331 **3 credits**
Modern American Drama

Prerequisite: ENG 122.

A study of modern realism, tragedy, expressionism, and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams. Offered in odd-numbered years.

ENG 332 **3 credits**
Modern British and European Drama

Prerequisite: ENG 122.

A study of modern realism, tragedy, comedy, and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw, and Osborne. Offered in even-numbered years.

ENG 334 **3 credits**
Writing the Short Story

Technique in writing short fiction: plot, characterization, point of view, setting, style.

ENG 335 **3 credits**
Verse Writing

Technique in writing poetry: theme, imagery, musical devices, and metrics.

ENG 337 **3 credits**
Children's Literature

The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction, and information books.

ENG 100-400 **3 credits**
Special Topics

A variable content course in English that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ENG 422 **3 credits**
Shakespeare

Prerequisite: ENG 122.

Selected sonnets, comedies, histories, tragedies, with consideration of Shakespeare's dramaturgical development.

ENG 427 **3 credits**
Restoration and Eighteenth-Century English Literature

Prerequisite: ENG 221 or 222.

A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson and Boswell.

ENG 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

ENG 430 **3 credits**
Independent Writing

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

ENG 431 **3 credits**
Nineteenth-Century English Literature

Prerequisite: ENG 221 or 222.

A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel.

ENG 433 **3 credits**
Modern British and American Writers

Prerequisites: ENG 221, 222, and 223 or 224.

A study of selected poetry and fiction by British and American Writers since 1900.

ENG 435 **3 credits**
Literary Criticism

Prerequisite: Approval of instructor.

Principles and methods of literary criticism; application of critical methods to works by representative writers.

ENG 436 **3 credits**
Chaucer, Milton, and Donne

Prerequisite: ENG 122.

A study of selected works by three "literary giants" in English literature.

Finance

FIN 325 **3 credits**
Principles of Finance

Prerequisite: ACC 201.

A base of financial analytical tools is presented along with relevant financial theory and institutional material. Includes management of working capital, capital budgeting, and financing.

FIN 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of finance that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

FIN 331 **3 credits**
Principles of Investment

Prerequisite: FIN 325 or permission of instructor.

Survey of the risks and returns of investments made by institutions/individuals. Includes a critical examination of the capital markets as well as stock markets. Portfolio management techniques will be analyzed.

FIN 333 **3 credits**
Financial Institutions

Prerequisite: FIN 325.

A study of the function and management of financial institutions in the United States with emphasis on commercial banks. Topics include analysis of financing options, problems of various institutions as defined by regulation and practice, and flow of funds through specialized market sectors.

FIN 100-400 **3 credits**
Special Topics

A variable content course in finance that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

FIN 425 **3-12 credits**
Finance Internship

Prerequisites: Junior or senior standing and permission of divisional chairperson.

An introduction to the everyday workings of the finance profession. Learn how financial decisions are made under the supervision of a professional. An opportunity to experience first-hand the operations of a brokerage firm, bank, or other financial institution.

FIN 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of finance that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

FIN 477 **3 credits**
Risk and Insurance

Prerequisite: FIN 325.

A survey of problems and insurable risks of both business and individuals. An examination of the characteristics of those areas of risk and uncertainty where insurance coverage can be an effective alternative. Includes study of chance and pooling theory.

FIN 498 **3 credits**
Policies and Strategies

Prerequisites: FIN 325 and junior status.

An examination of the major areas of business finance. Topics include capital budgeting, mergers, failures, reorganization, financing options, and market pricing.

Fine Art

FAS 121 **3 credits**
Introduction to Fine Arts

An approach to visual, musical, and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts.

FAS 123 **3 credits**
Introduction to Film

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

Foreign Languages

Spanish
SPA 111 **3 credits**

Spanish Level 1-A

Prerequisite: None.

- I. General, or
- II. Medical Spanish

A course whose goals are given at SPA 112.

SPA 112 **3 credits**
Spanish Level 1-B (General only)

Prerequisite: SPA 111 or one year of high school Spanish.

A course designed to enable the student (1) to speak so as to satisfy simple courtesy and on only familiar topics; (2) to understand utterances about survival needs and travel requirements; (3) to read very simple connected material; and (4) to write adequately to meet limited practical needs.

SPA 211 **3 credits**
Spanish Level 2-A

Prerequisite: SPA 112 or two years of high school Spanish or placement.

- I. Business Spanish; or
- II. Health-related Spanish

A course whose goals are given at SPA 212; may be repeated with different subject matter.

SPA 212 **3 credits**
Spanish Level 2-B

Prerequisite: SPA 211.I or 211.II, respectively.

- I. Business Spanish; or
- II. Health-related Spanish

A course designed to enable the student (1) to speak so as to satisfy routine social demands and limited work requirements; (2) to understand utterances at this same level; (3) to read simple authentic material within a familiar context; and (4) to write routine social correspondence and meet most limited work requirements.

SPA 311 **3 credits**
Spanish Level 3-A

Prerequisite: SPA 212.I or 212.II, respectively.

- I. Business Spanish; or
- II. Health-related Spanish

The first of two courses designed to enable the student: (1) to speak so as to participate effectively in formal and informal conversations; (2) to understand most utterances at this same level; (3) to read at a normal pace, with nearly complete

comprehension, a variety of prose in a professional field, as well as other materials; and (4) to write effectively in normal exchanges on practical, social, and professional topics.

SPA 312 **3 credits**
Spanish Level 3-B

Prerequisite: SPA 311.I or 311.II, respectively. Composition and Advanced Conversation.

A non-technical course to complete the goals of Level 3.

SPA 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: SPA 312.

Peninsular Literature

Selected works in Spanish literature combining library and videocassette studies.

SPA 411 **3 credits**
Advanced Spanish Grammar

Prerequisite: SPA 312.

A critical review of the latest grammar proposed by the Royal Spanish Academy.

SPA 429 **3 credits**
Advanced Directed Study and Research

Prerequisite: SPA 312.

Latin American Literature

Selected works from the Americas, emphasizing Mexican and Argentine literature, combining library and videocassette studies. May be repeated for credit.

French
 (Given on Demand)

FRE 111 **3 credits**
French Level 1-A

FRE 112 **3 credits**
French Level 1-B.

FRE 211 **3 credits**
French Level 2-A.

FRE 212 **3 credits**
French Level 2-B.

German
 (Given on Demand)

GER 111 **3 credits**
German Level 1-A.

GER 112 **3 credits**
German Level 1-B.

GER 211 **3 credits**
German Level 2-A.

GER 212 **3 credits**
German Level 2-B.

Freshman Studies

Introductory Studies are made up of introductory courses: COL 101, ENG 112, ENG 120, and MAT 101. These courses may be used as elective credits toward a degree.

COL 101 **3 credits**
Introduction to College

Prerequisite: Entering freshman status.

The course has four main objectives. It provides an on-going orientation to Saint Leo College; allows for analyses of personal, academic, and career goals; helps students develop or improve study skills; and addresses solutions to specific as well as general problems encountered during the freshman year.

ENG 112 **3 credits**
College Reading Skills

Designed to help students improve their basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension, and rate of reading.

ENG 120 **3 credits**
Developmental Composition

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills.

ENG 120S **3 credits**
Developmental Composition for Speakers of Other Languages

The same course as ENG 120 except that increased emphasis is placed on English idiomatic usage. Twenty-five lab hours required.

MAT 101 **3 credits**
Introduction to Algebra

A minimum grade of "C" is required in MAT 101 to take a higher numbered course in mathematics. This developmental course does not satisfy a Basic Studies in mathematics.

A course designed to help students improve basic mathematical skills and to build a foundation for algebra. The course will be presented through assigned exercises and testing in the Mathematics Laboratory. Three hours per week.

Topics include whole numbers, rational numbers, proportion, percents, integers, order of operations, exponents, algebraic expressions, linear equations, and literal equations. Offered in Fall and Spring Semesters.

PSY 101 **1 credit**
Seminar on Self-Awareness

This course is designed to enhance students' understanding of college life, what they can expect to get out of it, and what they will be expected to put into it. The course will include a required writing component. This is a pass/fail course.

COL 100-400
Special Topics

A variable contents course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

General Business Administration

GBA 105 **3 credits**
Introduction to Business

This course examines business as an active partner in our total economic system. Offering a wide scope, this study will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor, and the public.

GBA 331 **3 credits**
Business Law I

Fundamentals of torts, contracts, sales, agency and business organizations; emphasis on the uniform commercial code and recognition of legal programs in the business world.

GBA 332 **3 credits**
Business Law II

Prerequisite: GBA 331.

Business Law II is a continuation of legal interpretations as they affect both personal and business relationships.

GBA 310, 410 **3 or 6 credits**
International Studies Seminar in Business

Prerequisite: Junior or senior standing and concentration in business administration.

Students may apply three or six credits toward electives or certain business concentration requirements in Finance (FIN), Management (MGT), and Marketing (MKT). Required pre-seminar sessions are held during the preceding Spring Semester. Independent study following the seminar is required to prepare reports. The seminar is offered each summer session.

GBA 311 **3 credits**
Quantitative Methods

Prerequisite: MAT 141 or permission of instructor.

A one-semester course presenting fundamental mathematical techniques for solving business problems. The thrust of this course is toward application rather than theory and is designed to prepare the student for the 300-400 level quantitative courses.

GBA 321 **3 credits**
Seminar in Managerial Accounting and Finance

Prerequisite: Junior or senior standing. Not open to students enrolled in any degree program offered by the Division of Business Administration requiring accounting principles.

Students will learn about the accounting processes used in order to understand financial statements, the planning and reviewing of cost information, capital expenditures, and control systems in making proper managerial decisions.

GBA 325 **3 credits**
Business Statistics I

Prerequisite: MAT 141 or higher level mathematics.

An introduction to probability theory and statistical analysis with application to business affairs. Sampling and distribution theory, estimation, testing hypotheses, analysis of time series, index numbers, and accuracy and error in the collection and reporting of data.

GBA 326 **3 credits**
Business Statistics II

Prerequisite: GBA 325 Business Statistics I.

A continuation of Business Statistics I into the uses of statistical inference, regression, chi-square, analysis of variance, and time series analysis. While Business Statistics I is an introduction for all business students, this second half is designed for the mathematically inclined business student to study in detail the more common statistical models being used in business and economics.

GBA 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of general business administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

GBA 100-400 **1-3 credits**
Special Topics

A variable content course in general business administration that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GBA 429
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

GBA 498 **3 credits**
Business Policy

Prerequisites: 90 credit hours, ACC 326 or ACC 331, FIN 325, MGT 301, MKT 301.

Business Policy is a capstone course open to seniors only. It is designed as a coordinating link in the disciplines of finance, accounting, marketing, and management. The case method of instruction and computer simulations are applied.

Geography

GEO 221 **3 credits**
Introduction to Physical and Cultural Geography

Prerequisite: Sophomore standing or permission of instructor.

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation, and natural resources, along with political, economic and cultural developments, population, settlement, and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

GEO 100-400 **1-3 credits**
Special Topics

A variable content course in geography that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GEO 421 **3 credits**
Political Geography
 (Same as POL 421)

Prerequisite: GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

Health Care Administration

HCA 301

Principles of Health Care Administration

Prerequisite: MGT 301.

Introduction to health care management and the history, theories, trends, and philosophies of health care agencies. The principles of medical, psychological, social, personal, and rehabilitative care will be emphasized. Students will be provided with opportunities to develop administrative and leadership skills basic to management practice in any health care facility.

HCA 499

3 credits

Senior Seminar in Health Care Administration

Prerequisites: GBA 321, MGT 331, HCA 301, and senior standing.

A review of health care management and the organizational functions of facilities. Emphasis will be placed on federal and state laws, licensure procedures, accreditation, financial management, recruitment, placement, and training of employees. Directed research and the development and presentation of a proposed solution for a known problem in a health care facility.

History

HTY 121

3 credits

United States History to 1865

A survey of the principal movements, events, ideas, and personalities in U.S. History from colonial times to the Civil War.

HTY 122

3 credits

United States History Since 1865

A survey of the principal movements, events, ideas, and personalities in U.S. History from the Civil War to the present.

HTY 123

3 credits

Western Civilization to 1500

A survey of the principal movements, events, ideas, and personalities in the Western World from ancient times to 1500.

HTY 124

3 credits

Western Civilization Since 1500

A survey of the principal movements, events, ideas, and personalities in the Western World from 1500 to the present.

HTY 225

3 credits

Far Eastern Civilization

A study of the historical development of the civilizations of China and Japan with emphasis

on their classical traditions, the impact of Western issues and practices, and developments in the post-World War II era.

HTY 227

3 credits

Latin America and the Caribbean

A survey of the principal movements, events, ideas, and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th century developments.

HTY 233

3 credits

The Modern Middle East

A study of the social, political, religious, and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict, and oil.

HTY 322

3 credits

Race and Ethnicity in American Culture

(Same as SOC 322).

Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals, and American Indians.

HTY 324

3 credits

Africa South of the Sahara

Prerequisite: Junior standing or permission of instructor.

A survey of the major events, ideas, and problems of sub-Saharan Africa, with emphasis on the European colonization period after 1880 and the post-World War II independence movements.

HTY 325

3 credits

Modern Russia

Prerequisite: Junior standing or permission of instructor.

An intensive study of the history and development of Russia since 1900.

HTY 329

3 credits

Readings in History

(Same as POL 329)

Prerequisite: Junior standing or permission of instructor.

Readings, group discussion, and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths, and related topics.

HTY 330

3 credits

War and Peace

(Same as POL 330)

Prerequisite: Junior standing or permission of instructor.

A historical survey course covering the period

from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included. In addition, students will be introduced to war gaming.

HTY 331 **3 credits**
The American Civil War

Prerequisite: Junior standing or permission of instructor.

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the Civil War in 1865. In addition to covering important political and military personalities as well as decisive battles and campaigns, social and economic aspects of the American Civil War will also be discussed.

HTY 335 **3 credits**
Women in American Society

(Same as SOC 335)

An examination of the roles of women from both a historical and a contemporary perspective with the objective of understanding what it means to be female in America.

HTY 337 **3 credits**
The Legacies of the British Empire

Prerequisite: Junior standing or permission of instructor.

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa, and India/Pakistan.

HTY 100-400 **1-3 credits**
Special Topics

A variable content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate Affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration.

HTY 421 **3 credits**
Europe in the Nineteenth Century

Prerequisite: HTY 124.

A study of the principle movements, events, and ideas in 19th-century Europe.

HTY 422 **3 credits**
Europe in the Twentieth Century

Prerequisite: HTY 124.

A study of the major currents, events, and ideas in European history from 1870 to the present.

HTY 423 **3 credits**
The United States in the Twentieth Century

Prerequisites: HTY 121, 122.

A study of the major currents, events, and ideas in United States history from the rise of big business and progressivism to the present.

HTY 425 **3 credits**
United States Diplomatic History

Prerequisites: HTY 121, 122 or permission of instructor.

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century.

HTY 427 **3 credits**
History of Ideas

Prerequisite: Junior standing or permission of instructor.

A study of the major intellectual currents that have dominated historical thought in the Western World since the Renaissance.

HTY 428 **3 credits**
The Far East Since 1945

Prerequisite: HTY 225.

A survey of the internal development and international relations of the Far Eastern nations since the end of World War II.

HTY 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of history that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HTY 430 **3 credits**
The Role of the Military in the Modern World

Prerequisite: Junior standing or permission of instructor.

An examination of the relationships between the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

HTY 490 **3 credits**
Revolution: Yesterday and Today

Prerequisite: Junior standing or permission of instructor.

A comparative study of the major revolutions in world history, with emphasis on United States, France, Russia, and China, and a study of the relationship between revolution and other forms of

social change, particularly in the Third World.

HTY 499 **3 credits**
Senior Seminar in History

Prerequisite: Senior standing in history.

Directed research and the development and presentation of a senior thesis on a significant historical issue.

Honors

HON 150 **3 credits**
The Classical World View

Prerequisite: Admission to the Honors Program.

Students read and discuss faithful translations of Greek and Roman authors whose works exemplify the breadth and depth of classical learning. Epic poetry, drama, philosophical writings which embrace questions relating to ethics, politics, physics, and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers.

HON 151 **3 credits**
The Christian Vision

Prerequisite: Admission to the Honors Program.

Students read and discuss original documents in the Judeo-Christian tradition, including Hebrew, Roman Catholic, and Protestant authors. They learn to identify the literary, philosophical, and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life.

HON 250 **3 credits**
The Humanistic Tradition

Prerequisite: Admission to the Honors Program.

Students read and discuss important works by diverse authors spanning the broad period from the 15th century Renaissance to the 18th century Enlightenment. Essays, poetry, drama, novels, and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation.

HON 251 **3 credits**
Scientific Revolutions

Prerequisite: Admission to the Honors Program.

Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals, and reports by scientific pathfinders serve as the primary course material, although some laboratory work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures, and accomplishments of the scientific enterprise.

HON 350 **3 credits**
The Human Condition Reexamined

Prerequisite: Admission to the Honors Program or junior standing and permission of the Honors Council.

A collectively led seminar on 18th and 19th century developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology, and technology. Supervised by the course instructor, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western World's concept of human nature.

HON 351 **3 credits**
The Modern World View

Prerequisite: Admission to the Honors Program or junior standing and permission of the Honors Council.

A collectively led seminar on 20th century thought, culture, and religion. Guided by the course instructor, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellectual achievements and contemporary issues.

HON 499 **3 credits**
Senior Honors Project

Prerequisites: HON 150, HON 151, HON 250, HON 251, HON 350, HON 351 and permission of the Honors Council.

Honors students are encouraged to develop original projects and research inspired by personal interests. During the junior year, students select a faculty mentor who will assist them in developing their selected topic or project. Once the project is approved by the Honors Council, it may be completed either in the Spring or Fall Semester, as an independent course or substituted for the Senior Seminar requirement in the area of the student's concentration with the consent of the divisional chairperson.

Human Resources Administration

HRA 498 **3 credits**
Seminar in Decision Making and Problem Solving

Prerequisite: Senior standing.

A study of decision making as a major dependent variable of administrative theory and the processes by which decisions are made, implemented, and evaluated. Provides reinforcement of concepts and processes by experimental exercises, role playing, and simulation.

HRA 499 **3 credits**
Seminar in Human Resources
Administration

Prerequisite: Senior standing.

A capstone course designed to integrate previous course work into a cohesive framework leading to the achievement of organizational effectiveness through enlightened management. Provides a basis for applying relevant contributions of behavioral sciences to the management of organizations.

Humanities

HUM 101 **3 credits**
Introduction to the Humanities I

The first part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music, and architecture in their historical and philosophical contexts. From the ancient Greeks to the Renaissance.

HUM 102 **3 credits**
Introduction to the Humanities II

The second part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music, and architecture in their historical and philosophical contexts. From the Renaissance through the 20th century.

HUM 110, 210, 310 **3 or 6 credits**
International Studies Seminar
in Humanities

Students may take three or six credits and apply three credits (HUM 110) toward the Basic Studies fine arts requirement. HUM 210 and 310 are applicable as elective courses. Required pre-seminar sessions are held during the preceding Spring Semester. The seminar is offered each Summer Session.

HUM 228 **3 credits**
Survey of Arts Management

An introduction to basic principles of arts administration: organization, copyright laws, the role of the agent, analysis of audiences, creating aesthetic perspectives, finding solutions to administrative problems in a manner which will allow artists the maximum freedom for creativity.

HUM 320 **3 credits**
Arts Management

Specific management concerns in the arts will be examined: unionization, boards of directors, censorship, demographics, arts councils, long-range planning, and the impact of a changing society.

HUM 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of humanities that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HUM 100-400 **1-3 credits**
Special Topics

A variable content course in humanities that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. For International Studies Seminar option, see Overseas Academic Programs.

HUM 420 **3 credits**
Humanities in the Elementary School

A course in the teaching of humanities in the elementary school. Materials and methods are explained and course content is carefully considered.

HUM 425 **1-15 credits**
Arts Management Internship

Prerequisites: Junior standing in arts management and approval by the divisional chairperson.

Supervised field placement or travel-study giving students practical experience in participating in and/or observing arts administration. Maximum requirement: 40 hours a week for 12 weeks. (The internship may not replace any required course.)

HUM 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of humanities that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HUM 499 **3 credits**
Senior Seminar

Prerequisite: Senior standing.

Required of those majoring in the Humanities Division during the first semester of the senior year. Emphasis on working toward a definition of culture by tracing the progression of humanism and aesthetic theory in art, music, and literature from the 18th century to the present.

Management

MGT 301 **3 credits** **Principles of Management**

The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies.

MGT 321 **3 credits** **Communications for Management**

Communication theory and practice for managers in verbal and written media. Letters, memoranda, reports, and other methods of business communications are studied and practiced.

MGT 329 **3 credits** **Directed Study: Readings or Research**

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MGT 331 **3 credits** **Management of Human Resources**

Prerequisite: MGT 301.

Principles and problems involving the management of human resources. Among topics included are job analysis, appraisal, compensation, leadership, the collective bargaining process, and the recruiting, selecting, and training of personnel.

MGT 100-400 **1-3 credits** **Special Topics**

A variable content course in management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MGT 412 **3 credits** **Organizational Behavior and Development**

Prerequisite: MGT 301 or permission of instructor.

The study of human behavior in organizations. The course blends newer concepts of behavior theory with classical organization theory. Organization development focuses on methods for bringing change to the organization.

MGT 425 **3-12 credits** **Management Internship**

Prerequisites: Junior or senior standing and permission of divisional chairperson.

Applies varied and analytic techniques for operation of a business. This placement is in a small business or corporate setting. The intern's work

is closely supervised by a professional who will provide a variety of assignments to thoroughly acquaint the student with the organization's various functions.

MGT 429 **1-3 credits** **Advanced Directed Study and Research**

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MGT 441 **3 credits** **Labor Relations**

Prerequisite: MGT 331.

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework, and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

MGT 498 **3 credits** **Management Policies and Strategies**

Prerequisites: MGT 301, MGT 412, and junior standing.

The use of top management strategy as an integrating concept of analysis. The course will focus on the identification, evaluation, and implementation of effective strategies. Exercise in policy formulation through case studies will supplement lectures.

Marketing

MKT 301 **3 credits** **Principles of Marketing**

The marketing of goods and services coupled with an integration of functional, commodity, and institutional approaches from the viewpoint of both the consumer and the manager.

MKT 306 **3 credits** **Promotion Management**

Prerequisite: MKT 301.

Designed to enable the student to become acquainted with the interrelationships of public relations, advertising, and sales. Emphasis is given to the effect and control of the communication process.

MKT 329 **3 credits****Directed Study: Readings or Research**

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of marketing that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MKT 354 **3 credits****Principles of Retailing**

Prerequisite: MKT 301.

Survey of the basic principles and techniques in retailing. Analysis of economic and social roles of retailing, competitive strategies, efficiency in retailing, and essential concepts for retail management.

MKT 383 **3 credits****Consumer Behavior**

Prerequisite: mkt 301.

Buyer behavior patterns with emphasis on implications for marketing analysis and executive action. How consumers allocate their scarce resources among competitive consumption choices. Relevant psychological and sociological theories are covered along with models of consumer behavior drawn from the marketing literature. Current research is analyzed from a managerial perspective with emphasis on developing effective marketing strategies.

MKT 100-400 **1-3 credits****Special Topics**

A variable content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MKT 425 **3-12 credits****Marketing Internship**

Prerequisites: Junior or senior standing and permission of divisional chairperson.

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion, and/or distribution.

MKT 429 **3 credits****Advanced Directed Study and Research**

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of marketing that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in

the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MKT 463 **3 credits****International Marketing**

Prerequisites: MKT 301 and junior or senior standing.

A systematic treatment of marketing on a global scale. Problems of international companies from a marketing point of view. Concepts, tools, and knowledge of the world market environment.

MKT 498 **3 credits****Marketing Policies and Strategies**

Prerequisites: MKT 301 and junior standing.

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decisions.

Mathematics

MAT 101 **3 credits****Introduction to Algebra**

A minimum grade of "C" is required in MAT 101 to take a higher numbered course in mathematics. This developmental course does not satisfy a Basic Studies in mathematics.

A course designed to help students improve basic mathematical skills and to build a foundation for algebra. The course will be presented through assigned exercises and testing in the Mathematics Laboratory. Three hours per week.

Topics include whole numbers, rational numbers, proportion, percents, integers, order of operations, exponents, algebraic expressions, linear equations, and literal equations. Offered in the Fall and Spring semesters.

MAT 121 **3 credits****Intermediate Algebra**

Prerequisite: Satisfactory grade on the Mathematics Placement Test, or MAT 101 with a grade of "C" or better.

The course is designed to develop in the student the basic algebraic skills needed for more advanced mathematics courses. The course covers all algebraic concepts. Topics include: operations on polynomials, roots and radicals, linear equations and inequalities, quadratic equations, graphing, systems of equations, and word problems. Three hours per week. Offered every semester.

MAT 131 **3 credits**
College Mathematics

Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.

Topics include theory, logic, numeration systems, rational numbers, consumer mathematics, decimals and percentages, metric system units, geometry, computer concepts, linear equations, and inequalities. Three hours per week. Offered in the Fall and Spring semesters.

MAT 141 **3 credits**
Finite Mathematics

Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test. Intended for majors in business.

Topics in mathematics which are especially applicable to business and statistics such as linear programming, matrices, mathematics of finance, and probability. Offered every semester.

MAT 151 **3 credits**
College Algebra

Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.

Sequences, series, radicals, exponents, polynomials, factoring, linear equations, quadratic equations, systems of equations, inequalities, graphs, functions, limits, and logarithms. Offered every semester.

MAT 152 **3 credits**
College Trigonometry

Prerequisite: MAT 151.

Trigonometric functions, trigonometric functions of real numbers, graphs of trigonometric identities, trigonometric equations, addition formulae, and solution of triangles.

MAT 161 **3 credits**
Precalculus

Prerequisite: MAT 151 or equivalent.

Topics include relations and functions, polynomials, complex numbers, inequalities, logarithms and exponential functions, trigonometric functions, and graphing. Intended as a preparation for the first course in calculus, MAT 221 or 231. Offered in the Fall and Spring semester.

MAT 221 **3 credits**
Calculus I

Prerequisite: MAT 161.

Topics from analytic geometry, including graphing of functions and conic sections, limits, derivatives, trigonometric functions, applications of derivatives, integrals, applications of integrals.

MAT 222 **3 credits**
Calculus II

Prerequisite: MAT 221.

Review of concepts from analytic geometry, logarithmic and exponential functions, techniques of integration, improper integrals, infinite series, polar coordinates.

MAT 231 **4 credits**
Calculus and Analytic Geometry I

Prerequisite: MAT 161.

Analytic geometry, functions, limits, derivatives, applications of derivatives, integrals, applications of integrals. Four hours per week. Offered in the Fall and Spring semester.

MAT 232 **4 credits**
Calculus and Analytic Geometry II

Prerequisite: MAT 231.

Trigonometric functions, logarithmic and exponential functions, techniques of integration, conic sections, indeterminate forms, improper integrals, infinite series. Four hours per week. Offered in the Spring semester.

MAT 323 **3 credits**
Calculus III

Prerequisite: MAT 222 or MAT 232.

Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals, multiple integration.

MAT 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of mathematics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MAT 100-400 **1-3 credits**
Special Topics

A variable content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MAT 411 **3 credits**
Differential Equations

Prerequisite: MAT 222 or MAT 232.

Linear equations of first order and higher, simple nonlinear equations, series solutions, systems of linear equations.

MAT 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Military Science

MSE 101 **1 credit**
Introduction to Military Science

Introduction to Military Science and an organizational approach to leadership. Relationship between U.S. defense establishment and the federal government; coverage of motivation, human behavior, and concepts of military leadership.

MSE 102 **1 credit**
Organization of the Army and R.O.T.C.

Introduction, purpose, and history of the Army and the Reserve Officers Training Corps. Introduction to principles of warfare, military structures, and political/economical military issues.

MSE 201 **1 credit**
Map Reading and Land Navigation

Prerequisite: MSE 101 or MSE 102.

Study and application of the principles of map reading, military and topographic symbology, terrain evaluation, use of lensatic compass, and an introduction to expanded map reading.

MSE 202 **1 credit**
Military Training Management

Prerequisite: MSE 201.

Develops an understanding of concepts involved with instructional methodology, training management, and curriculum development in the military.

Actual student preparation and presentation will constitute an integral part of the course.

MSE 240 **4 credits**
Basic Course Internship

(Fort Knox, Kentucky)

A summer program conducted at Fort Knox, Ky., designed to meet the prerequisites for the advanced program (credit for MSE 100, MSE 101, MSE 200, MSE 201).

MSE 321 **3 credits**
Fundamentals of Leadership

Prerequisite: MSE 200, MSE 201.

The dual role of the military officer as a leader and manager. Study of the problems of military leadership in the voluntary Army in relation to classical leadership traits and principles and the role of the officer in the various branches of the Army.

MSE 322 **3 credits**
Requirements of Military Leadership

Basic knowledge of the demands that are placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at R.O.T.C. Advanced Camp.

HTY/POL 330 **3 credits**
War and Peace

(See HTY course description)

MSE 421 **3 credits**
Seminar in Leadership Management

Prerequisites: MSE 322.

Obligations and responsibilities of a commissioned officer with emphasis on application of sound leadership in all situations. Study of uniform Code of Military Justice and its relations to civilian law, fundamentals of both offensive and defensive tactics, and the role of various branches of the Army in tactical operations. Role of the United States in world affairs in the 1980s.

MSE 400
Life as a Commissioned Officer

Prerequisite: MSE 421.

Introduction to Officers Basic Course, Social Responsibilities and Expectations.

Music

MUS 102 **1 credit**
Class Piano

This course is designed to acquaint the student with techniques of playing the piano including reading, terminology, and positions. The course is intended primarily for those students with little or no keyboard experience. Two meetings per week.

MUS 103 **1 credit**
Theory Drill I

Required of students enrolled in MUS 121. Laboratory in sight-singing, keyboard, and ear training. Two meetings per week.

MUS 104 **1 credit**
Theory Drill II

Required of students enrolled in MUS 122.

Laboratory in sight-singing, keyboard, and ear training. Two meetings per week.

MUS 111 **1 credit**
Oratorio Chorus

Open to all students. May be repeated for credit. One two-hour rehearsal per week.

MUS 112 **1 credit**
The Broadway Chorus

Prerequisite: Permission of instructor.

May be repeated for credit. Four one-hour rehearsals per week.

MUS 116 **1 credit**
Wind Ensemble

Open to all students. May be repeated for credit. Three one-hour rehearsals per week.

MUS 117 **1 credit**
Orchestra

Open to all students. May be repeated for credit. One two-hour rehearsal per week.

MUS 118 **1 credit**
Stage Band

Prerequisite: Open by audition and/or permission of instructor.

One two-hour rehearsal per week. A laboratory performance course designed to allow the student to participate in the exploration and performance of standard and contemporary jazz literature. May be repeated for credit. One two-hour rehearsal per week.

MUS 119 **1 credit**
Percussion Ensemble

Prerequisite: Permission of instructor.

The study and performance of literature in the percussion medium. One hour rehearsal per week. May be repeated for credit.

MUS 120, 220, 320, 420 **1 credit**
Private Instruction

Private instruction is offered at each level in the following areas: brass, guitar, percussion, strings, voice, woodwind, and keyboard. May be repeated for credit. One private lesson per week. Semester fee.

MUS 121 **3 credits**
Music Theory I

Teaches the principles of musical structure and style through the draft of homophonic writing and visual analysis and polyphonic writing.

MUS 122 **3 credits**
Music Theory II

Prerequisite: MUS 121.

A continuation of MUS 121.

MUS 123 **3 credits**
Introduction to Music

An introduction to the art of music based upon the techniques and repertory of music of the world.

MUS 321 **3 credits**
Music History I

Prerequisite: MUS 123.

The evolution of musical thought and literature from the Middle Ages to 1685. Three hours per week. Offered in alternate years.

MUS 322 **3 credits**
Music History II

Prerequisite: MUS 123.

The evolution of musical thought and literature from 1685 to the present. Three hours per week. Offered in alternate years.

MUS 325 **3 credits**
Music in the Elementary School

Prerequisite: MUS 123.

For music and elementary school concentrators. A study of the objectives, theories, and techniques of teaching music in the primary and intermediate grades, with special attention to repertory and to the supervision of creative activities. Directed observation in the elementary school is required. Fall Semester only

MUS 327 **1 credit**
Class Instruments - b, p, r, v, w.

Prerequisite: MUS 123.

A comprehensive study of all brass, percussion, string instruments, voice, and woodwinds, with attention given to associated textbooks, pedagogy, and performance. Two rehearsals per week.

MUS 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MUS 100-400 **1-3 credits**
Special Topics

A variable content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MUS 421 **3 credits**
Seminar: Principles, Present Practices and Frontiers in Music Education

This course deals with the continuing examination of the instructional methods in music.

MUS 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of music that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MUS 438 **3 credits**
Music Theatre Literature

Prerequisite: MUS 123.

A study of significant works for musical theatre, from operetta to contemporary Broadway musical.

Overseas Academic Programs

HUM 110, 210, 310 **3 or 6 credits**
International Studies Seminar in Humanities

Students may take three or six credits and apply three credits (HUM 110) toward the Basic Studies fine arts requirement. HUM 210 and 310 are applicable as elective courses. Required pre-seminar sessions are held during the preceding Spring Semester. The seminar is offered each Summer Session.

GBA 310, 410 **3 or 6 credits**
International Studies Seminar in Business

Prerequisite: Junior or senior standing and concentration in business administration field.

Students may apply three or six credits toward electives or certain business concentration requirements in finance (FIN), management (MGT), and marketing (MKT). Required pre-departure sessions are held during the preceding Spring Semester. Independent study following the seminar is required to prepare reports. The seminar is offered each Summer Session.

Philosophy

PHI 121 **3 credits**
Introduction to Philosophy

An introduction to some of the major issues involved in man's philosophical quest for wisdom; designed to provide an insight into the various perspectives from which these problems have been approached historically.

PHI 223 **3 credits**
Logic

A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic.

PHI 224 **3 credits**
Ethics

Concerns man's quest for happiness and the attainment of his ultimate end. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

PHI 324 **3 credits**
Medical Ethics

Moral problems that arise in the practice of medicine are examined. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

PHI 328 **3 credits**
Business Ethics

A study of general moral principles and their application to various kinds of ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

PHI 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of philosophy that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHI 331 **3 credits**
American Philosophy

An introduction to selected writings of such classical American thinkers as Peirce, James, Dewey, and Whitehead.

PHI 332 **3 credits**
Philosophy of Man

A study of man, with particular emphasis on man as a dynamic subject, his freedom, and his fundamental attitudes of hatred, indifference, love, and justice.

PHI 333 **3 credits**
Existentialism

An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger, and Sartre.

PHI 334 **3 credits**
Philosophy of Science

A study of the problems of inductive reasoning, the status of observations, laws, theories, the-

oretical entities, and scientific revolutions.

PHI 336 **3 credits**
Philosophy of Atheism

A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer, and others. Special attention will be given to the atheistic features present in numerous forms of belief in God.

PHI 337 **3 credits**
Philosophy of Art

A study of theories of art that examine such topics as beauty, creativity, the imagination, and the role of art in life.

PHI 345 **3 credits**
Contemporary Moral Issues

Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice, and population control.

PHI 364 **3 credits**
Studies in Jewish Thought

(Same as REL 364)

Selected topics in Jewish thought, with emphasis on problems, thinkers, and movements.

PHI 366 **3 credits**
Studies in Oriental Thought

(Same as REL 366)

Selected topics in Oriental thought, with emphasis on problems, thinkers, and movements.

PHI 100-400 **1-3 credits**
Special Topics

A variable content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHI 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of philosophy that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Physical Education

PED 101 **1 credit**
Concepts of Physical Education

A functional course required of all students that consists of lectures and activity participation. Two hours per week.

PED 113 **3 credits**
Introduction to Physical Education

An introduction to the basic preparation and knowledge needed for the professional teaching program. The course includes observation, information, and facts regarding the physical education teaching profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of physical education.

PED 114 **3 credits**
Introduction to Sports Management

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts about the sports management profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of sports management.

PED 115 **3 credits**
Introduction of Recreation and Leisure

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information, and facts about the recreation profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of recreation and leisure.

PED 150-199 **1 credit each**
Activities

Each student selects from and engages in individual sports and recreational activities such as bowling, golf, gymnastics, racquetball, tennis, waterskiing, and weight training. Two hours per week.

PED 201 **1 credit**
Beginning Swimming

Prerequisite: Sophomore standing.

Required of all students. Three hours per week.

PED 202 **1 credit**
Intermediate Swimming

Prerequisite: PED 201.

Three hours per week.

PED 213 **3 credits**
Practicum: Physical Education

Prerequisite: PED 113.

Designed as an apprenticeship at a selected grade level of physical education. This course will allow students to work with teachers in areas of instruction. May be repeated for credit with approval of the divisional chairperson.

PED 214 3 credits**Practicum: Sports Management**

Prerequisite: PED 114.

Designed as an apprenticeship in a chosen area of sports management. This course will allow students to experience, through practical application, the aspects required to organize, manage, and administer programs. This course may be repeated for credit with approval of the divisional chairperson.

PED 215 3 credits**Recreation and Leisure**

Prerequisite: PED 115.

The course is designed to allow students to observe the various aspects required to work in, organize, manage, and administrate programs in a chosen area of Recreation and Leisure. Students will have a chance to evaluate these areas or fields as they relate to themselves, others, and as a future job possibility. This will be done by observation, discussions with program directors, other students, and their supervising instructor. The practicum may be done on or off campus and will involve a minimum of four hours a week and a seminar.

PED 220 3 credits**Motor Development**

Prerequisites: PED 113, 114, or 115.

The study of the principles for teaching the basic motor skills to pre-schoolers and children in school. The disciplines of perceptual and motor learning, child growth and development, and the elementary school physical education curriculum serve as the research base.

PED 224 1 credit**C.P.R.—Basic Life Support**

Prerequisite: Sophomore standing.

Designed to prepare students to perform the lifesaving skills of artificial resuscitation, cardiopulmonary resuscitation (basic life support), and obstructed airway procedures in emergency situations (ARC certification available).

PED 225 3 credits**First Aid and Personal Safety**

Prerequisite: Sophomore standing.

Designed to prepare the participants to meet the needs of most situations involving personal safety, emergency first aid care, and basic life support.

PED 301 3 credits**Methods and Content of Elementary Games**

Prerequisites: PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of educational games and related skills.

PED 302 3 credits**Methods and Content of Elementary Dance**

Prerequisites: PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of educational dance and related skills.

PED 303 3 credits**Methods and Content of Elementary Gymnastics**

Prerequisites: PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of educational gymnastics and related skills.

PED 304 3 credits**Methods and Content of Movement Education**

Prerequisites: PED 113, 220.

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of movement education and manipulative skills.

PED 305 3 credits**Physical Education in the Elementary School**

Prerequisite: Sophomore standing.

Designed for elementary education concentrators. Emphasis is on teaching skills, reference materials, and equipment.

PED 306 3 credits**Instructional Design and Content of Racquet Sports/Track and Field**

Prerequisite: PED 113, Sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for racquet sports and track and field activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 307 **3 credits**
Instructional Design and Content of Swimming/Golf

Prerequisite: PED 113.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for swimming and golf activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 308 **3 credits**
Instructional Design and Content of Personal Fitness/Weight Training

Prerequisite: PED 113.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instruction design and content material for the personal fitness course (required by the state of Florida) and weight-training activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 309 **3 credits**
Instructional Design and Content of Team Sports and Activities

Prerequisite: PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for team sports and activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 311 **3 credits**
Advanced Lifesaving

Prerequisite: PED 201 or permission of instructor.

Knowledge and skills necessary for saving oneself or others in the event of aquatic emergency. ARC certification available.

PED 313 **3 credits**
Water Safety Instruction

Prerequisite: PED 311 or permission of instructor.

Examination of the various swimming strokes leading to identification of appropriate methods and techniques for instructing others. ARC certification available.

PED 320 **3 credits**
Theory and Practice of Coaching

Prerequisite: PED 420.

The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology, psychology and serve as the research base.

PED 321 **3 credits**
Sociology of Sport

Prerequisite: Junior standing.

Introduction to the literature of the field, with extensive study of the theories of sport participation. Function and social processes of sport.

PED 322 **3 credits**
Coaching Football

Prerequisite: Junior standing.

The principles and practices of coaching football emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 323 **3 credits**
Coaching Golf and Tennis

Prerequisite: Junior standing.

The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels.

PED 324 **3 credits**
Coaching Basketball

Prerequisite: Junior standing.

The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 325 **3 credits**
Coaching Baseball

Prerequisite: Junior standing.

The principles and practices of coaching baseball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 340 **3 credits**
Prevention and Treatment of Athletic Injuries

Prerequisite: Sophomore standing.

An in-depth study of practical experiences in the practices and techniques utilized in preventing and/or treating injuries used in teaching physical education, in athletic coaching, in recreational leadership, and in intramural supervision.

PED 347 **3 credits**
First Aid and CPR Instructor

Prerequisites: PED 224 and 225 with current certification.

Designed to prepare the participants to teach and certify students for teaching the ARC "Standard First Aid and Personal Safety" and "cardiopulmonary resuscitation" courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. ARC certification available.

PED 350 3 credits**Adaptive Physical Education**

Prerequisite: Junior standing.

Theory and practice in developing physical education programs for the temporarily disabled and for those students who seldom take an active part in regular physical education programs.

PED 360 3 credits**School and Community Health Education and Diseases**

Prerequisite: Sophomore standing.

Students discuss and research the present health education programs in schools and communities, and cover the contemporary view of disease, its etiology, pathophysiology, and modern techniques of diagnosis.

PED 414 1-15 credits**Internship: Sports Management**

Prerequisites: Junior standing and permission of divisional chairperson.

An internship to provide the student with additional specialized training and experience in a setting related to student interest.

PED 420 3 credits**Kinesiology**

Prerequisite: Sophomore standing.

To prepare physical education majors to enter this field and allied fields, such as athletic training, corrective therapy, and health; to understand the application of anatomy and mechanical principles to the area of movement in everyday life and sport activity.

PED 425 3 credits**Physiology of Exercise**

Prerequisite: Sophomore standing.

Designed to help the physical education major apply the principles of physiology directly to the fields of physical education, athletic training, corrective therapy, and other related areas.

PED 434 3 credits**Seminar in Sports Management**

Prerequisites: Senior standing; PED 114, 214.

This course is designed to provide the student with knowledge of fund raising, legal concerns, public relations, facilities development, and other such topics. Students discuss current athletic management situations and problems.

PED 443 3 credits**Organization and Administration of Physical Education**

Prerequisites: Junior standing; PED 113, 213.

Designed to cover the organization and administrative policies, standards, and procedures

involved in the physical education profession and related fields. Emphasis on the education perspective and various administrative problems.

PED 444 3 credits**Organization and Administration of Sports Management**

Prerequisites: Junior standing; PED 114, 214.

Designed to cover the organization and administrative policies, standards, and procedures involved in the sports management profession and related fields. Emphasis on the sports management perspective and various administrative problems.

PED 445 3 credits**Organization and Administration of Recreation**

Prerequisites: Junior standing; PED 115 and 215.

Designed to cover the organization and administrative policies, standards, and procedures involved in the areas of recreation and leisure profession and related fields. Emphasis on the recreation and leisure perspective and various administrative problems.

Physics

PHY 121 3 credits**Fundamental Concepts of Physics**

A series of topics in physics is presented for students whose major is outside the Division of Natural Science and Mathematics. Fundamental concepts and their impact on our culture and daily life are stressed.

PHY 131 3 credits**Introductory Physics**

Prerequisite: MAT 121

The fundamental concepts of kinematics, dynamics, statics, heat, sound, electricity and magnetism, optics, atomic and nuclear physics, relativity. A one-semester algebra-based course in physics.

PHY 221 4 credits**General Physics I**

Prerequisite: MAT 161.

A study of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat, and wave motion. Three lectures and one three-hour laboratory per week. Offered in the Fall semester.

PHY 222 **4 credits****General Physics II**

Prerequisite: PHY 221.

This is a continuation of PHY 123 and includes electricity, magnetism, optics, and modern physics. Three lectures and one three-hour laboratory per week. Offered in the Spring semester.

PHY 329 **3 credits****Directed Study: Readings or Research**

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of physics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHY 100-400 **1-3 credits**
Special Topics

A variable content course in physics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHY 429 **1-3 credits****Advanced Directed Study and Research**

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Police Science

The following courses are applicable and completely transferable to the criminology program.

PSC 230 **6 credits**
Police Science (Basic Recruit) Academy**PSC 260** **3 credits**
Intermediate Police Science Academy**PSC 301** **3 credits**
Supervision Academy**PSC 310** **3 credits**
Mid-Management**PSC 321** **3 credits**
Criminal Law I

An introduction to due process regulating the activities of police and other components of the

criminal justice system. Main topics include laws of search, seizure, and arrest; interrogations and confessions; entrapment; the exclusionary rule; and basic trial procedure.

PSC 329 **3 credits**
Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of law enforcement that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PSC 100-400 **1-3 credits**
Special Topics

A variable content course in police science that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PSC 421 **3 credits**
Criminal Law II

An in-depth research of laws and interpreting of court decisions, the practice of developing an understanding of evidence and procedure, and the protective rights of society.

PSC 425 **3 credits**
Criminal and Delinquent Behavior

Analysis and consideration of recidivistic, criminal, and delinquent behaviors. Includes referral, rehabilitative, mental, and custodial agencies available to law enforcement. Course includes visitation and/or seminars in each field.

PSC 429 **1-3 years**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of law enforcement that is not covered in regular course offerings. This enrichment experience is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

PSC 443 **3 credits**
Police Organization and Administration

An advanced course to examine the various administrative structures of police agencies.

PSC 499 **3 credits**
Senior Seminar in Criminal Justice

The culminating group work in which current trends, reactions, and problems may be simulated and discussed.

Political Science

POL 121 **3 credits** **Introduction to Politics**

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events, and issues, as well as different political orders.

POL 123 **3 credits** **The Law and Society**

A study of the law and its application to or effect upon all aspects of our society. An insight into sources and the kinds of law, court systems, crimes, property and personal rights, contracts, and laws affecting marriage and the family.

POL 223 **3 credits** **American Federal Government**

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties, and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected.

POL 224 **3 credits** **American State and Local Government**

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today.

POL 311 **3 credits** **Political Theory I**

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine, and St. Thomas. Selections and themes may vary.

POL 312 **3 credits** **Political Theory II**

A detailed treatment of selected works of modern political philosophy, including such important authors as Machiavelli, Hobbes, Locke, Rousseau, Marx, and Nietzsche. Selections and theme may vary. Recent political thinkers, such as Herbert Marcuse, Hannah Arendt, and John Rawls may be included.

POL 320 **3 credits** **Methods of Social Research**

(Same as PSY 320 or SOC 320)

Prerequisite: PSY 223 or GBA 325.

An analysis of research methods in social

science; training in techniques and materials of research; individual studies of social situations.

POL 323 **3 credits** **Comparative Politics**

Prerequisite: POL 121.

A study of various political systems, particularly the Soviet Union, the United Kingdom, China, and Germany, along with the problems associated with a comparative approach.

POL 324 **3 credits** **The Politics of Developing Nations**

Prerequisite: Junior standing or permission of instructor.

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period.

POL 325 **3 credits** **Public Administration**

Prerequisite: Junior standing or permission of instructor.

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations, and public relations.

POL 326 **3 credits** **United States Constitutional Law I**

Prerequisite: POL 223 or permission of instructor.

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation, and economic due process.

POL 327 **3 credits** **United States Constitutional Law II**

Prerequisite: POL 223 or permission of instructor.

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech, and freedom of religion.

POL 329 **3 credits** **Readings in Political Science**

(Same as HTY 329)

Prerequisite: Junior standing or permission of the instructor.

Readings, group discussion, and writing, on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths, and related topics.

POL 330 3 credits**War and Peace**

(Same as HTY 330)

Prerequisite: Junior standing or permission of instructor.

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars are included. In addition, students are introduced to war gaming.

POL 100-400 3 credits**Special Topics**

A variable content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. Topic to be covered is announced in advance of registration.

POL 412 3 credits**Political Ideologies***Prerequisites:* POL 311, 312.

A description and analysis of the practical application of trends of political thought. The course will examine such basic ideas as democracy in all its shades and authoritarian and totalitarian political thought, including communism, national socialism, and fascism.

POL 421 3 credits**Political Geography**

(Same as GEO 421)

Prerequisite: GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

POL 422 3 credits**Congress, the Presidency and the Party System***Prerequisite:* POL 223.

A detailed study of the legislative and executive branches of the federal government. This course also surveys the functioning of the federal bureaucracy as an area of mixed and overlapping powers. Included is an inquiry into the origin, nature, and function of American political parties.

POL 423 3 credits**International Relations***Prerequisite:* Junior standing or permission of instructor.

An analysis of the relations among subnational, national, and supranational factors: foreign policy formation. Problems and developments of international politics and organizations.

POL 424 3 credits**International Political Economy**

(Same as ECO 424)

Prerequisite: ECO 201.

An exploration of the linkages between politics and economics in international affairs; emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence, and United States economic foreign policy.

POL 425 3-6 credits**Pre-Law Seminar***Prerequisite:* Senior standing in pre-law or permission of instructor.

Analysis of the legal process, extensive readings, and when offered for 6 credits, supervised field study with practicing attorneys.

POL 429 1-3 credits**Advanced Directed Study and Research***Prerequisites:* Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of political science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

POL 450 12-15 credits**Government Internship***Prerequisites:* Junior standing; POL 121, 223, and 224 or permission of instructor.

Supervised field placement giving students an opportunity to work in government agencies for approximately 40 hours per week for 16 weeks. Placements are available in all areas of state government including cabinet and legislative affairs, management review and improvement, status of women, planning and budgeting, and minority affairs. Placements are available through the Florida Governor's Internship Program and are contingent on acceptance by the agency involved.

POL 499 3 credits**Senior Seminar in Political Science***Prerequisite:* Senior standing in political science.

Directed research and the development and presentation of a senior thesis on a significant issue in political science, or detailed readings on a significant single theme.

Psychology

PSY 101 **1 credit** **Seminar on Self-Awareness**

This course is designed to enhance the student's awareness of self. Attention is given to study habits and self-image improvement. This is a pass/fail course.

PSY 110 **1 credit** **Career Exploration**

Orientation to college life and career choice. In some cases, this course emphasizes the adjustment from military to civilian life. This is a pass/fail course.

PSY 121 **3 credits** **Introduction to Psychology**

A survey of the major areas in psychology. Principal topics covered are: physiological bases of behavior, personality, mental disorders and treatment, social influences, and other basic issues. The course introduces students to the broad spectrum of theories used in understanding human behavior.

PSY 122 **3 credits** **Psychology of Adjustment**

An overview of psychological theories and principles related to human adjustment, including effective and ineffective coping behaviors.

PSY 221 **3 credits** **Human Growth and Development** (Same as EDU 221)

PSY 223 **3 credits** **Statistics for the Social Sciences** (Same as SOC 223)

Prerequisite: One course in mathematics other than MAT 101.

Descriptive and inferential methods of statistical analysis emphasizing measure of central tendency, measures of variability, frequency distributions, correlation, and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r, and Chi Square.

PSY 228 **3 credits** **Social Psychology**

Prerequisite: PSY 121 or permission of instructor.

A study of the perceptions, attitudes, personality, motivations, and behavior of the individual as a function of social situations. Emphasis on theory, research, and application.

PSY 318 **3 credits** **The Life Cycle**

(Same as SWK 318)

Prerequisites: PSY 121, SOC 121 or SWK 121.

A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

PSY 319 **3 credits** **Human Behavior in Stress and Crisis**

(Same as SWK 319)

Prerequisite: PSY 121 or SWK 121.

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

PSY 320 **3 credits** **Methods of Social Research**

(Same as POL 320 and SOC 320)

Prerequisite: PSY 223 or GBA 325.

Analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

PSY 321 **3 credits** **Psychological Tests and Measurements**

Prerequisites: PSY 121 and 223.

A review of standard tests and questionnaires used to evaluate ability, achievement, and personality. Projects in constructing, administering, scoring, and interpreting individual and group tests.

PSY 322 **3 credits** **Physiological Psychology**

Prerequisite: PSY 121.

The structure and function of the central nervous system as related to emotion, motivation, learning, and theory of brain functions.

PSY 324 **3-4 credits** **Experimental Psychology**

Prerequisites: PSY 121 and 223.

The application of major scientific research methods and strategies to psychology. Three or four lecture hours per week, with the additional lecture hour devoted to the preparation, analysis, and discussion of field and laboratory research projects.

PSY 327 **3 credits** **Abnormal Psychology**

Prerequisite: PSY 121.

A review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology, and treatment.

PSY 328 3 credits**Psychopharmacology**

Prerequisite: Junior standing or permission of instructor.

A study of the principal narcotics and an analysis of their physiological, psychological, and sociological impact.

PSY 329 3 credits**Readings in Psychology**

Prerequisite: Junior standing or permission of instructor.

Readings, group discussion, and writing on major works and issues in psychology.

PSY 331 3 credits**Interviewing and Counseling Skills**

Prerequisite: PSY 121 and junior standing or permission of instructor.

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings.

PSY 335 3 credits**Psychology of Women**

Prerequisite: PSY 121.

An analysis of the body of psychological literature that attempts to explain the personality and behavior of women. Topics covered include employment concerns, victimization, biological factors and gender differences in personality development, interpersonal relationships, and child-rearing practices.

PSY 340 3 credits**Small Group processes**

(Same as SWK 340)

Prerequisite: PSY 121 or SWK 121.

A study of group work as related to personality adjustment. The theory and practice of group work is studied and practiced.

PSY 351 3 credits**Wilderness Counseling**

A survey of the major concepts and practices of contemporary therapeutic systems, addressing the basic issues in counseling practice, including ethical issues and the counselor as a person. Special attention will be paid to crisis intervention techniques and the utilization of the wilderness setting as an adjunct to the counseling process.

PSY 100-400 1-3 credits**Special Topics**

A variable content course in psychology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as specific counseling theories, the aging process, or other special topics. Topic to be covered is announced in advance of registration.

PSY 422 3 credits**Psychology of Learning**

Prerequisite: PSY 324 or permission of instructor.

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning and memory.

PSY 423 3 credits**Educational Psychology**

Prerequisite: PSY 121.

Understanding of the applications of psychological principles to the educational process.

PSY 425 15 credits**Practicum in Psychology**

Prerequisites: Senior standing in psychology; PSY 499, and approval by the Psychology Practicum Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals and groups for approximately 40 hours per week for 12 weeks. Placements are available in such facilities as psychiatric hospitals, youth services, and mental health clinics. Additional attendance at a weekly seminar is required.

PSY 427 3 credits**Personality Theory**

Prerequisites: PSY 121 and junior standing or permission of instructor.

A review of the major historical and contemporary personality theories that attempt to explain and describe human behavior.

PSY 428 3 credits**Counseling Principles and Practices**

(Same as SWK 428)

Prerequisite: PSY 327, 427 and PSY 331 or SWK 331, or permission of instructor.

An examination of theory and practice in counseling. Professional and ethical issues are considered.

PSY 429 1-3 credits**Advanced Directed Study and Research**

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

PSY 431 **3 credits**
Psychopathology of Children and Adolescents

Prerequisite: PSY 327.

The study of the causes, symptoms, and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework.

PSY 432 **3 credits**
Psychology of Motivation

Prerequisites: PSY 324 and junior standing or permission of instructor.

A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental, and/or learning point of view.

PSY 433 **3 credits**
Sensation and Perception

Prerequisite: PSY 121.

A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development and altered states of consciousness.

PSY 440 **3 credits**
Small Group Leadership

(Same as SWK 440)

Prerequisite: PSY 340 and permission of instructor.

Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership. Four hours per week.

PSY 451 **3 credits**
Group Dynamics

Principles of group behavior and techniques. Emphasis on experiential training. The group provides its own data, supplemented by lectures, readings, and exercises in the development of group interactive skills.

PSY 499 **3 credits**
Senior Seminar in Psychology

Prerequisite: Senior standing in psychology.

Directed research and the development and presentation of a critical review of the literature on a significant topic in psychology.

Religious Studies

REL 110 **3 credits**
Catholicism

An introduction to basic Catholic beliefs and values and a study of the various ways Catholics

have responded to challenges to religious faith posed by contemporary cultural developments.

REL 124 **3 credits**
Introduction to the Old Testament

A basic introduction to the literature and theology of the Jewish Scriptures.

REL 125 **3 credits**
Introduction to New Testament

A basic introduction to the literature and theology of the Christian Scriptures.

REL 131 **3 credits**
Introduction to Religion

An introduction to the principal issues involved in understanding the nature of religion and evaluating its relevance in today's world.

REL 141 **3 credits**
Introduction to Judaism

A study of Jewish theology, worship, and history, including the impact of the state of Israel and the Holocaust on Jewish faith.

REL 223 **3 credits**
Religions of the World I: Western Religions

A Study of Western religions, including religions of non-literate societies and ancient religions, Judaism, Christianity, and Islam.

REL 224 **3 credits**
Religions of the World II: Eastern Religions

A study of Eastern religions, including Hinduism, Buddhism, Confucianism, Taoism, and the religions of Japan.

REL 323 **3 credits**
New Religions

Studies various new religions that have had an impact on American life recently, such as the Unification Church, Krishna Consciousness, the Divine Light Mission, Transcendental Meditation, Scientology, and Zen Buddhism.

REL 324 **3 credits**
Studies in Christian Thought

A survey of classical Christian writings from the Patristic, Reformation, and Post-Reformation periods, dealing with such authors as Augustine, Luther, Calvin, Rahner, and Tillich. Offered alternate years.

REL 325 **3 credits**
The Gospels of Matthew, Mark, and Luke

A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus, and their theological significance.

REL 326 3 credits***The Gospel of John and Related Writings***

John's gospel and epistles studied in detail, with particular emphasis on the theological content.

REL 327 3 credits***The Life and Writings of Paul***

The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, early Christian worship.

REL 329 3 credits***Directed Study: Readings or Research***

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of theology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

REL 331 3 credits***Religion and Personal Experience***

A study concentrating on 20th century autobiographical examples of the variety of ways in which people have found religious meaning in life.

REL 333 3 credits***Survey of Christian Theology I***

Christian theology from the time of Jesus to the Reformation. Offered alternate years.

REL 334 3 credits***Survey of Christian Theology II***

Christian theology from the Reformation to the present. Offered alternate years.

REL 335 3 credits***The Torah***

Source, form and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life.

REL 336 3 credits***Historical Books***

A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra (Toblit and Judity optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives.

REL 337 3 credits***Prophetic Writings***

A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel, and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel.

REL 338 3 credits***Poetry and Wisdom Literature***

Job, Psalms, Proverbs, Ecclesiastes, and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences, and institutional settings that created these writings.

REL 345 3 credits***Christian Social Ethics***

An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace, and justice.

REL 351 3 credits***Theological Aspects of Marriage***

A study of the biblical and theological foundations of the Christian view of marriage and sexuality, and a consideration of contemporary issues in the light of Christian values.

REL 357 3 credits***Women in the Church***

A study of the contributions of women to Christian life from the time of Christian origins to the present, and an analysis of the current situation and problems of women in the Church.

REL 364 3 credits***Studies in Jewish Thought***

(Same as PHI 364)

Selected topics in Jewish thought, with emphasis on problems, thinkers, and movements.

REL 366 3 credits***Studies in Oriental Thought***

(Same as PHI 366)

Selected topics in Oriental thought, with emphasis on problems, thinkers, and movements.

REL 100-400 3 credits***Special Topics***

A variable content course in theology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

REL 424 3 credits***Death and the Meaning of Life***

People's awareness of their mortality and how this affects their life and culture. Sources of courage in the face of death are considered.

REL 429 1-3 credits***Advanced Directed Study and Research***

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of theology that is not covered in regular course offerings. This enrichment option is limited to stu-

dents who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

REL 430 **3 credits**
The Benedictine Tradition

The course is a study of the Benedictines and their contributions to the development of Western culture and Christian life.

REL 431 **3 credits**
Liturgy

A study of Christian worship and sacramental theology. Three hours per week.

REL 432 **3 credits**
Christian Spirituality

Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction.

REL 433 **3 credits**
The Second Vatican Council

A study of the documents of the Second Vatican Council with a view to teaching their significance in the process of the revision of emphases and changes in pastoral outlook provoked by the Council. Offered alternate years.

REL 489 **3 credits**
Methods and Materials in Secondary Religious Education

Catechetical methods, resources, and media for teaching religion at the secondary school level. Field experience scheduled.

Restaurant and Hotel Management

RHM 220 **3 credits**
Introduction to Restaurant and Hotel Management

A study of the hospitality industry, emphasizing its history, traditions, and career opportunities. The duties and responsibilities of entry-level positions will be covered.

RHM 222 **3 credits**
Food Fundamentals

An examination of the causes and prevention of food spoilage and food-borne diseases. Emphasis will be given to regulations and NIFI certifications, the importance of chemicals, and the role of safety.

RHM 320 **3 credits**
Purchasing

A study of the purchasing functions, specifications and forms, controls, and typical products. Topics include management skills and considerations, guest demands, food and beverage controls and policies, and inventory maintenance.

RHM 330 **3 credits**
Food Production Management

Prerequisite: RHM 222.

Food production techniques are analyzed in regard to the regulation and specifications of the consumer goods industry. Laboratory work in food and beverage preparation, service, and procedure is conducted.

RHM 425 **3 credits**
Restaurant and Hotel Management Internship

Prerequisite: Permission of program director.

Supervised practical experience in industry positions. Emphasis is placed on food production techniques, developing good work habits, supervisory skills, and management policies and procedures.

RHM 498 **3 credits**
Seminar in Restaurant and Hotel Management

Prerequisite: 90 semester hours.

An analysis of the layout and design of a restaurant or hotel operation. Emphasis is placed on cost-volume profit predictions. Students are also expected to participate in campus activities offering supervisory and management opportunities.

Social Work

SWK 121 **3 credits**
Introduction to Social Work

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to career opportunities within the field of social welfare.

SWK 318 **3 credits**
The Life Cycle
(Same as PSY 318)

Prerequisites: SOC 121, SWK 121, or PSY 121.

A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

SWK 319 **3 credits**
Human Behavior in Stress and Crisis
(Same as PSY 319)

Prerequisite: PSY 121 or SWK 121.

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

SWK 329 3 credits

Directed Study: Readings or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of social work that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SWK 311 3 credits

Interventive Skills

Prerequisites: SWK 121 and junior standing in social work.

This course is designed to give the social work concentrator a beginning repertoire of interventive skills. Emphasis is placed upon basic communication skills and upon on-going critiquing of student performance. Role playing and video taping are used extensively. Includes a non-credit laboratory one hour per week.

SWK 332 3 credits

Pre-Internship

Prerequisites: Junior standing in social work, SWK 121, and concurrent enrollment in SWK 333.

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar one and one-half hours per week.

SWK 333 3 credits

Methods of Social Work Practice I

Prerequisites: Junior standing in social work and SWK 121.

A systems approach to the solving of human problems. Emphasizes the development of a theoretical base for social work practice with individuals and families.

SWK 334 3 credits

Methods of Social Work Practice II

Prerequisites: Junior standing in social work and SWK 121.

Emphasis on the development of advanced skills and knowledge of problem solving techniques for use with small groups. Focus on both task and treatment groups and approaches intended for use with a broad segment of social work clients.

SWK 335 3 credits

Community Organization

Prerequisites: Junior standing in social work and SWK 121.

Examination of the various models of community organization: social planning, social action, and community development, as well as the many roles social workers occupy in community work. Primary focus is on the identification and development of community resources.

SWK 340 3 credits

Small Group Processes

(Same as PSY 340)

Prerequisite: PSY 121 or SWK 121.

A study of group work as related to personality adjustment. The theory and practice of group work is studied and demonstrated.

SWK 100-400 3 credits

Special Topics

A variable content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded, or the handicapped; school related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration.

SWK 423 3 credits

Social Welfare Policy I

Prerequisite: Junior standing.

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples.

SWK 424 3 credits

Social Welfare Policy II

Prerequisite: SWK 423.

A study of the various theoretical frameworks used to evaluate social welfare policy. The course asks students to look at and compare social welfare programs in the United States and in other societies.

SWK 425 15 credits

Field Placement in Social Work

Prerequisites: Senior standing in social work; SWK 333 and 334 and approval by the Social Work Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals, families, groups, and communities for a minimum of 416 hours. Placements are available in such settings as schools, hospitals, mental health clinics, nursing homes, social welfare, and juvenile facilities. Includes a required weekly seminar for integrating theory with social work practice.

SWK 428 3 credits***Counseling Principles and Practices***

(Same as PSY 428)

Prerequisites: PSY 327, 427, and PSY 331 or SWK 331, or permission of instructor.

An examination of theory and practice in counseling. Professional and ethical issues are considered.

SWK 429 1-3 credits***Advanced Directed Study and Research***

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of social work that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

SWK 440 3 credits***Small Group Leadership***

(Same as PSY 440)

Prerequisites: SWK 340 and permission of instructor.

Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership.

Sociology

(Including Criminology)

SOC 121 3 credits***Introduction to Sociology***

A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction, and the structure and organization of social groups.

SOC 222 3 credits***Social Problems***

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

SOC 223 3 credits***Statistics for the Social Sciences***

(Same as PSY 223)

Prerequisite: One course in mathematics other than MAT 101.

Descriptive and inferential methods of statistical analysis emphasizing measures of central ten-

dency, measures of variability, frequency distributions, correlation, and parametric and non-parametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r, and Chi Square.

SOC 320 3 credits***Methods of Social Research***

(Same as POL 320 and PSY 320)

Prerequisite: SOC 223 or GBA 325.

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

SOC 321 3 credits***Social Organization***

Prerequisite: SOC 121.

A sociological analysis of organizations, the goals they are structured to serve, their structures, and the manner in which organizations interact with their environment.

SOC 322 3 credits***Race and Ethnicity in American Culture***

(Same as HTY 322)

Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals, American Indians.

SOC 323 3 credits***Sociological Theory***

Prerequisite: SOC 121.

An analysis of the fundamental principles underlying social theory and an evaluation of major sociological theories, both classical and contemporary.

SOC 324 3 credits***Marriage and the Family***

Prerequisite: SOC 121.

A pragmatic study of marriage and the family with the major focus on preparation for marriage.

SOC 325 3 credits***Urban Sociology***

Prerequisite: SOC 121.

An analysis of the major issues confronting modern industrial, urbanized societies.

SOC 326 3 credits***Criminology***

Prerequisite: SOC 121 or POL 123.

An interdisciplinary investigation into the causes and patterns of criminal and deviant behavior.

SOC 327 3 credits**Cultural Anthropology**

Prerequisite: SOC 121.

An examination of the concept of culture through a study of the range of human societies, including a disciplined reflection upon American culture.

SOC 328 3 credits**Drugs, Society, and Human Behavior**

Prerequisites: SOC 121 and PSY 121 or junior standing and permission of the instructor.

An interdisciplinary approach will be taken in analyzing the biological, psychological, and social forces that influence the use of psychoactive substances (both legal and illegal), as well as in studying the effects that use of these substances have on human nervous systems, behaviors, and society.

SOC 329 3 credits**Directed Study: Readings or Research**

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SOC 331 3 credits**Social Change**

Prerequisite: SOC 121 or permission of instructor.

A study of the underlying principles of social change and social transformation. It includes a detailed analysis of the relationship between personal experience of change and larger socio-historic changes.

SOC 335 3 credits**Women in American Society**

(Same as HTY 335)

An examination of the roles of women both from a historical and contemporary perspective with the objective of understanding what it means to be female in America.

SOC 336 3 credits**American Criminal Justice System**

Prerequisite: SOC 121 or POL 123.

A comprehensive overview of criminal justice decision making, law enforcement, lawyers and courts, crime prevention, decriminalization and corrections.

SOC 100-400 1-3 credits**Special Topics**

A variable content course in sociology or criminology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the American Indian or community corrections or other special topics. Topic to be

covered is announced in advance of registration.

SOC 421 3 credits**Juvenile Delinquency**

Prerequisites: Junior standing and SOC 326, or permission of instructor.

An examination of deviant juvenile behavior in terms of theory, methods of analysis, prevention, and treatment.

SOC 424 3 credits**Family Analysis**

Prerequisites: Junior standing and SOC 121.

Theory of interpersonal relations and interaction in the modern family. Analysis of role and function.

SOC 425 15 credits**Field Placement in Criminology**

Prerequisites: Senior standing in criminology and approval by the Criminology Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies for approximately 40 hours per week for 12 weeks. Placements are available in such areas as law enforcement agencies and the offices of the state attorney and public defender.

SOC 429 3 credits**Advanced Directed Study and Research**

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

SOC 430 3 credits**Penology**

Prerequisites: Junior standing and SOC 325, or permission of instructor.

The historical and contemporary analysis of penal systems and reformatories in terms of organization, procedures, programs, and effectiveness.

SOC 451 3 credits**Camp Organization and Administration**

The structure and organization of a therapeutic wilderness camp and the functions of the administrative staff in relation to the objectives of the program; emphasis on administrative problems through analyses of case studies.

SOC 499 **1-3 credits** **Senior Seminar**

Prerequisite: Senior standing in sociology or criminology.

The integration of concepts within the fields of sociology or criminology.

Speech

SPH 221 **3 credits** **Fundamentals of Speech**

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

SPH 223 **3 credits** **Phonetics and Articulation**

Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet.

SPH 325 **3 credits** **Introduction to Speech Disorders**

(Same as EDU 325)

Prerequisite: SPH 223 or permission of instructor.

The nature, causes, and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate, and voice disorders.

SPH 329 **3 credits** **Directed Study: Readings or Research**

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of speech that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SPH 331 **3 credits** **Discussion and Debate**

The study and application of reasoning and evidence as used in public deliberation.

SPH 100-400 **1-3 credits** **Special Topics**

A variable content course in speech that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

SPH 429 **1-3 credits** **Advanced Directed Study and Research**

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of speech that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that

which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Theatre

THE 110 **1 credit** **College Theatre**

Open to all students and qualified townspeople. Participation in play production. May be repeated for credit.

THE 121 **3 credits** **Introduction to Theatre & Drama**

Investigates the imaginative processes involved in creating theatre. Emphasizes dramatic literature in performance and examines roles of playwright, director, actor, designer, and theatre architect.

THE 123 **3 credits** **Stagecraft**

The theory and practice of building, painting, rigging and shifting scenery; construction and use of properties familiarizes students with lighting instruments and their control. Six hours per week.

THE 223 **3 credits** **Acting I**

A workshop in the fundamentals of acting in which the beginning steps in creating a role are introduced. Offered in odd-numbered years.

THE 224 **3 credits** **Acting II**

Prerequisite: THE 223.

A workshop in the problems of acting that continues work begun in THE 223 and introduces techniques of characterization and style. Offered in odd-numbered years.

THE 241 **1 credit** **Improvisation**

Experimentation and imagination in creating a role. Two hours per week. Offered as needed.

THE 242 **1 credit** **Stage Make-Up**

Techniques of stage make-up, including special effects, shading, coloring; use of various materials for creating character and age. Two hours per week. Offered in even-numbered years.

THE 243 **1 credit** **Voice for the Stage**

Examining the potential of voice in creating a role; freeing the natural voice. Two hours per week. Offered in even-numbered years.

THE 244 **1 credit**
Stage Movement

Examining the potential of stage movement in creating a role; becoming aware of body-mind coordination. Two hours per week. Offered as needed.

THE 321 **3 credits**
Directing I

Prerequisite: THE 121.

Development of the director's role from the first reading of a script to its actual performance. Each student directs a series of scenes for performance in College Theatre. Offered in even-numbered years.

THE 322 **3 credits**
Directing II

Prerequisite: THE 321.

A continuation of work begun in THE 321. Each student directs a one-act play for performance in the College Theatre. Required laboratory.

THE 323 **4 credits**
Technical Production

Prerequisites: THE 121, 123.

Advanced technical practice in scenery, lighting, and design. Students design scenery and lighting and are assigned major crew responsibilities for College Theatre productions. Four hours per week. Required laboratory.

THE 324 **3 credits**
Styles of Acting

Prerequisites: THE 121, 223, 224.

A workshop examination of acting problems related directly to various styles of drama, possibly including work on the Greeks, Shakespeare, Moliere, and others. Students perform scenes from different eras.

THE 325 **6 credits**
Theatre Performance Practicum

Participation in a significant manner in theatre. Involvement in the total experience of the production of a complete theatre season. The emphasis is placed on the performance of the student as actor, designer, technician, or manager. May be repeated for credit with permission.

THE 326 **3 credits**
Playwriting

Fundamentals of writing for the stage. The student playwright is guided from initial idea to completed manuscript. Emphasis on characterization, dialogue, and plotting. Selected plays are produced by the College Theatre.

THE 327 **3 credits**
History of Theatre I

A survey of the chief periods of theatrical history from preclassical times to the French neoclassical. Offered in even-numbered years.

THE 328 **3 credits**
History of Theatre II

A survey of the chief periods of theatrical history from the French neoclassical to the present. Offered in even-numbered years.

THE 329 **3 credits**
Directed Study: Reading or Research

Prerequisite: Permission of instructor.

Designed for small groups of students to pursue in depth a particular aspect of theatre that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

THE 331 **3 credits**
Scene Design

Prerequisite: THE 121 or permission of instructor.

A study of the role of the designer, including the communication of mood, concept, and period. Offered in even-numbered years.

THE 332 **3 credits**
Lighting Design

Prerequisite: THE 121 or permission of instructor.

A study of the history, theory, and practice of stage lighting design. Offered in even-numbered years.

THE 333 **3 credits**
Costume Design

Prerequisite: THE 121 or permission of instructor.

A study of the history, theory, and practice of costume design, including basic visual design experiments. Offered as needed.

THE 334 **3 credits**
Children's Theatre

Production of children's theatre, including puppetry, educational television, and story-telling. Offered as needed.

THE 335 **3 credits**
Theatre Management

A study of the operation and organization of a theatre, the responsibilities involved in commercial play production, including a detailed examination of the many positions in the business world of theatre. Offered as needed.

THE 336 **3 credits**
The Broadway Musical

Examining an American phenomenon, its growth and development, the reasons for its popularity, the many elements that enter into producing a musical. Offered in even-numbered years.

THE 100-400 **1-3 credits**
Special Topics

A variable content course in theatre that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

THE 429 **1-3 credits**
Advanced Directed Study and Research

Prerequisites: Permission of instructor and divisional chairperson.

Intensive individual study in a particular aspect of theatre that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

THE 431 **3 credits**
Advanced Scene Study

Prerequisites: THE 121, 223, 224, 231, 232, 321, and either 322 or 324.

Directors and actors work together in this advanced class to produce scenes. Emphasis is placed on the director/actor relationship and the problems inherent in creating and building a scene. Much of class time is spent in rehearsal.

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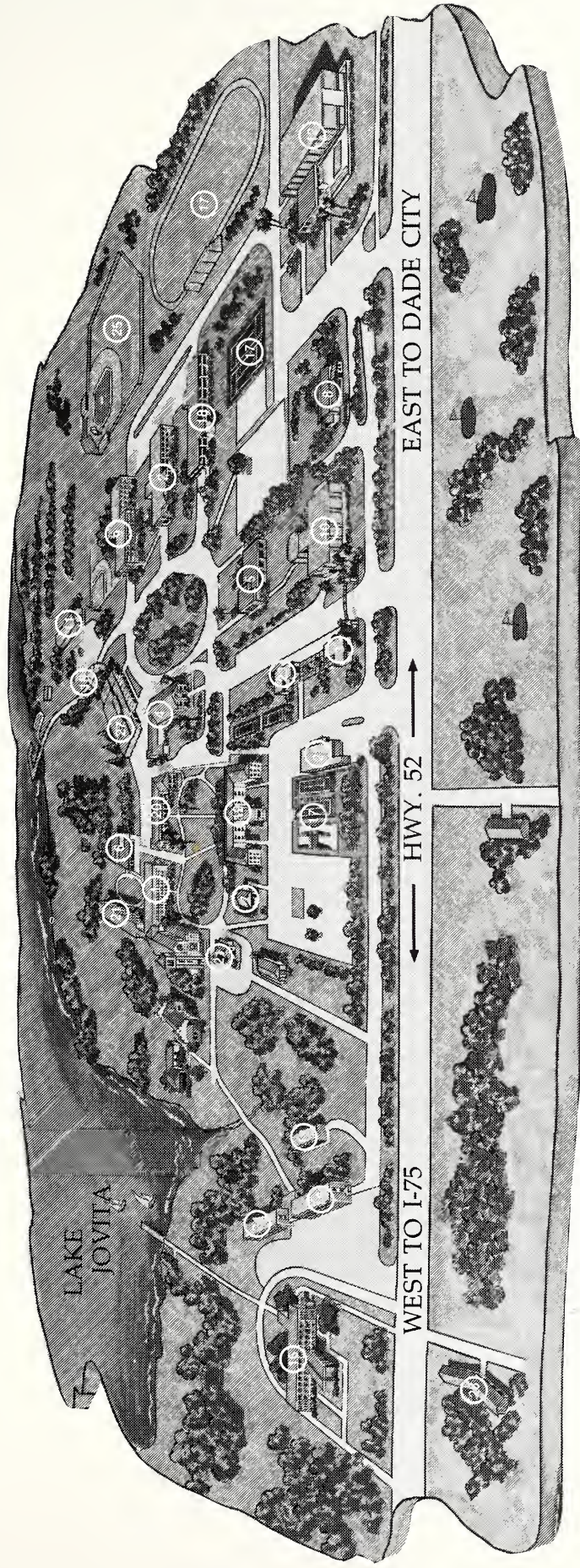
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